

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Support for Impl of Stormwater				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3, 4, 5, 6, 7, 8, 10; 11; 12; 13; 14					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2019 To 06/30/2020				
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund						Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/01/2016 To 06/30/2021										
This Action:						3,740				
Total:						3,740				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Rachel Urban						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-2649				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT  
EPA CONTRACT NUMBER: EP-C-16-003  
WORK ASSIGNMENT NUMBER: 3-07**

1. **TITLE:** Support for Implementation of Stormwater Pollution Control Programs

2. **ESTIMATED PERIOD OF PERFORMANCE:**

The period of performance shall be from July 01, 2019 through June 30, 2020.

3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Rachel Urban  
Municipal Branch (MC: 4203M)  
Water Permits Division  
Office of Wastewater Management  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Washington, D.C. 20460  
(202) 564-2649  
urban.rachel@epa.gov

**ALTERNATE EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Emily Halter  
Municipal Branch (MC: 4203M)  
Water Permits Division  
Office of Wastewater Management  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Washington, D.C. 20460  
(201) 564-3324  
halter.emily@epa.gov

4. **OBJECTIVES:**

During this period of performance the contractor, under this Work Assignment, will provide support to the stormwater permitting program via stormwater outreach, stormwater program development support, and long-term stormwater planning. The contractor shall ensure compliance with Agency standards.



## **5. PERFORMANCE WORK STATEMENT:**

### **TASK 1 – Stormwater Outreach Support**

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the National Pollution Discharge Elimination System (NPDES) website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA standards and requirements.

#### **SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)**

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor shall assume significant revisions to approximately 20 fact sheets and development of approximately 5 new fact sheets.

#### **DELIVERABLES:**

- Deliverables shall consist of initial drafts, which are typically due within 3 weeks of EPA providing specific details via a written technical directive from the EPA WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comments.

#### **SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach**

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's Construction General Permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources and assisting with 8 webcasts. For planning purposes, the contractor shall assume webcasts are each approximately 2 hours in length, the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

#### **DELIVERABLES:**

- Deliverables shall consist of initial drafts, which are typically due within 3 weeks after receiving written technical directive from the WACOR, and final versions (or revised drafts) typically due within 15 days of receipt of EPA comments.

## **TASK 2 – Support Stormwater Program Development**

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

### **SUBTASK 2A – Municipal Program Development**

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting model permit language that can be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall also update GIS-based national maps of Phase I and II MS4 coverage using data provided by EPA (including data provided by states) and collected by the contractor and approved by the WACOR. The contractor shall assume the creation of 2-3 documents.

The contractor shall review and compile annual reports, permits, stormwater management plans (SWMPs), and technical studies/reports/research in support of the municipal stormwater program. The contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances; outreach materials and trainings; and stormwater reports. The contractor shall support development and maintenance of a compilation of stormwater legal cases in an Excel format.

### **DELIVERABLES:**

- Deliverables shall consist of initial drafts that are typically due within 3 weeks after receiving written technical directive from the WACOR, 3 drafts typically due within 15 days of receipt of EPA comments, and final versions typically due within 15 days of receipt of EPA comments.

### **SUBTASK 2B – Industrial Program Support**

The contractor shall support EPA's implementation of the 2015 Multi-Sector General Permit (MSGP), including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor shall also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor shall provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

The contractor shall provide support to EPA related to the issuance of the 2020 MSGP, including assisting with revising the proposed and final permit and fact sheet, responding to public comments, developing information for the economic analysis, Information Collection Request (ICR), and various consultations associated with the permit, formatting permit documents, developing permit compliance tools, and other related permit reissuance tasks. Specific tasks may include:

- Developing permit forms or modifying existing ones (e.g., Notice of Intent (NOI), Notice of Termination (NOT), No Exposure Certification (NOE), Inspection, Discharge Monitoring Report (DMR))
- Supporting permit/fact sheet content with additional studies and/or analyses
- Researching supporting data and documentation for new permit requirements
- Developing draft permit options
- Developing the economic analysis for the permit
- Developing and completing the ICR package for the permit
- Preparing materials to use with Endangered Species Act (ESA), Tribal, and other consultation activities for the permit
- Organizing and formatting 401 certifications from the States, Tribes, and territories
- Reviewing permit (including appendices) and fact sheet for formatting and reference consistency
- Formatting permit documents and preparing them for posting on the web
- Updating the Stormwater Pollution Prevention Plan (SWPPP) template and other documentation templates to be consistent with the permit
- Organizing, reviewing, summarizing, drafting responses, and categorizing public comments

## **DELIVERABLES:**

Deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical directive from the WACOR and final versions (or revised drafts) due within 15 days of receipt of comments from EPA.

## **SUBTASK 2C – Construction Program Support**

The contractor shall support EPA's implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor shall provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
  - Updated Small Residential Lot SWPPP Template.
- Assist in development of new permit guidance materials, including:

- Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist with research and review of relevant construction stormwater topics.
- Assist in publication of a construction stormwater permit compendium.
- Provide ongoing operations and maintenance for the Low Erosivity Waiver (LEW) calculator hosted in cloud.gov.
  - Work with EPA to ensure LEW calculator web service is integrated into the CGP's NOI application in NeT
  - Review Cloud.gov LEW application audit log files
  - Conduct Cloud.gov restaging events as needed
  - Set up automated Google analytics report
  - Review and provide EPA with report on API.epa.gov analytics
  - Deploy updates including bug fixes and enhancements
  - Provide general support for EPA staff questions
  - Adhere to EPA IT/IM policies, procedures, and standards
- Provide ongoing operations and maintenance for the Discharge Mapping Tool.
  - Work with EPA to update the user interface (UI) and incorporate the latest web services for impairment and Total Maximum Daily Load (TMDL) data
  - Work with EPA to integrate the Discharge Mapping Tool into the CGP's NOI application in NPDES eReporting Tool (NeT)
  - Adhere to EPA Information Technology/Information Management (IT/IM) policies, procedures, and standards

The contractor shall support EPA in the modification of the 2017 CGP. Specific tasks may include formatting permit documents and preparing them for posting on the web.

The contractor shall also provide support to EPA in preparing for the issuance of the 2022 CGP, including assisting with revising the proposed and final permit and fact sheet, responding to public comments, developing information for the economic analysis, ICR, and various consultations associated with the permit, formatting permit documents, developing permit compliance tools, and other related permit reissuance tasks. Specific tasks may include:

- Developing permit forms or modifying existing ones (e.g., NOI, NOT, LEW)
- Supporting permit/fact sheet content with additional studies and/or analyses
- Researching supporting data and documentation for new permit requirements
- Developing draft permit options
- Developing the economic analysis for the permit
- Developing and completing the ICR package for the permit
- Preparing materials to use with ESA, Tribal, and other consultation activities for the permit
- Organizing and formatting 401 certifications from the States, Tribes, and territories
- Reviewing permit (including appendices) and fact sheet for formatting and reference consistency
- Formatting permit documents and preparing them for posting on the web

- Updating the SWPPP template, and inspection and corrective action templates to be consistent with the permit
- Organizing, reviewing, summarizing, drafting responses, and categorizing public comments

#### **DELIVERABLES:**

- Deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical directive and final versions (or revised drafts) are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

#### **TASK 3 – MS4 Remand Rule Support**

The contractor shall support EPA in implementing the final MS4 General Permit Remand Rule. This support is expected to include drafting technical assistance materials, helping to complete the associated Permit Quality Review checklist, reviewing draft state general permits, compiling information on existing state permit requirements, and assisting the preparation of presentation materials. The contractor shall also provide assistance in developing a final rulemaking to modify the eReporting rule for consistency with the MS4 General Permit Remand Rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

#### **DELIVERABLES:**

- Deliverable shall consist of initial drafts, which are typically due within 3 weeks after receiving written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comments.

#### **TASK 4 – Long-term Stormwater Planning Technical Assistance**

In 2016 EPA initiated technical assistance to support long-term stormwater planning in the following communities:

- Burlington, Iowa
- Hattiesburg, Mississippi
- Rochester, New Hampshire
- Santa Fe, New Mexico

EPA will work with each recipient community to define a technical assistance project that will a) serve EPA in developing practical examples, knowledge and resources on stormwater and integrated planning that can be transferred to other communities and to a national audience, and b) advance the implementation of long-term stormwater planning in the selected community in accordance with efforts launched in October 2016. See: <https://www.epa.gov/npdes/stormwater-planning>. This will also result in a trial run of the draft guide *Community Solutions for Stormwater Management: A Guide for Voluntary Long-Term Planning*, including recommendations for improvement of the guide based on experiences in each community.

The contractor shall participate in planning meetings with the communities and related federal, state, and/or local stakeholders. There will be regular conference calls with stakeholders. There will also be travel necessary to the communities to engage in meetings and help facilitate stakeholder engagement in long-term planning activities and the plan development process. The contractor can assume four non-local trips will be required during this period of performance. The contractor shall update, as needed, a work plan for each community outlining the technical assistance planned, the roles and responsibilities of all of the parties involved, and the timeframe for completion of activities.

The contractor may also be asked to develop outreach materials to support this effort, such as fact sheets or handouts for public meetings or presentations that EPA or the community participates in during the period of performance.

The contractor shall support technical analyses of stormwater and/or wastewater solutions if the EPA identifies the need for this support during the project. Analyses could be related to:

- Identifying goals of long-term stormwater planning efforts;
- Describing any applicable water quality, human health and regulatory issues;
- Describing existing stormwater and/or wastewater systems and their performance;
- Planning to encourage the active participation of the community in development and implementation of a long-term stormwater plan;
- Opportunities analysis;
- Examining alternatives;
- Examining investments and implementation schedules;
- Compiling and reviewing resources to support a web-based Stormwater Toolkit;
- Measuring success; and
- Improving the long-term stormwater plan.

The contractor shall also compile, and review resources related to the effort.

The contractor shall also help to update the Guide based on lessons learned from the technical assistance projects. For the purpose of developing the cost estimate for this task, the contractor can assume that work on updating the guide will take place during this period of performance.

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

## **DELIVERABLES:**

- The contractor shall prepare meeting agendas (unless excluded by WACOR) and submit for EPA review and approval 2-5 days (or a longer time if approved by the WACOR) prior to the meeting and deliver draft meeting notes as requested by the WACOR for calls and meetings held with technical assistance communities and/or other stakeholder groups. Draft notes shall be delivered within five (5) business days after the meeting. Revised notes shall

be delivered within five (5) business days of receiving comments from the WACOR. For planning purposes, the contractor can assume that during this period of performance there will be one meeting per week for each community.

- Technical analysis and outreach-related deliverables and deadlines will be established based on the specifics of each task and will not be required any sooner than five (5) business days after assignment.
- Technical Assistance Work Plan will be updated by the contractor for each community as requested by the WACOR. The work plan will be revised within two weeks of receiving feedback from WACOR.
- EPA anticipates that long-term stormwater plans will be drafted and finalized for each of the communities during this period of performance. The contractor shall prepare outlines for each long-term plan prior to drafting the plans. Draft outlines shall be delivered within 2 weeks of receiving EPA's input on the Work Plan, unless a longer timeframe is specified by the WACOR. The contractor shall deliver draft reports within 4 weeks of receiving comments on the outline from EPA, unless a longer timeframe is specified by the WACOR. Revised reports shall be delivered within 2 weeks of EPA providing comments on the draft, unless a longer timeframe is specified by the WACOR. A final version is due within 1 week after receipt of comments from EPA, unless a longer timeframe is specified by the WACOR.

#### **TASK 5 – Developing the Quality Assurance Project Plan (QAPP)**

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

**Incremental QAPP Development:** To facilitate getting the work started as soon as practicable, the contractor and WACOR may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

**QAPP Submittal:** The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

**Data Quality Requirements:** The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.



**DELIVERABLES:**

- A QAPP that describes the contractor's plan for
  - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
  - Describing their methods for achieving the DQRs, and
  - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

6. **ESTIMATED LEVEL OF EFFORT:**

The estimated level of effort (LOE) for this work assignment is 3,740 LOE hours.

7. **OTHER REQUIREMENTS:****Work in Progress:**

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

**Notification of WA Problems:**

The contractor shall contact the WACOR and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem.

**Travel:**

Travel to selected EPA regional offices, State agencies or selected municipalities is necessary. The travel shall be in accordance with FAR and EPAAR and non-local travel shall be approved by the PO prior to travel.

**Special Reporting Requirements:**

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.



Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

**Technical Directions:**

WACOR and Alternate WACOR will be providing technical directions as needed. The contractor shall be obligated only to the technical directions provided by the WACOR or Alternate WACOR.

**Section 508 Requirements:**

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. When documents are requested, the contractor shall ensure they are 508 compliant.

**Conference/Meeting Guidelines and Limitations:**

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Special Instruction:**

The contractor shall follow the Federal Green Policy whenever it is applicable.

**8. CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

**9. CONTROL REQUIREMENTS**

**A. Enforcement Sensitive Information:**

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first

generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential, and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

B. Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

**10. PERFORMANCE REQUIREMENTS AND MEASURABLE STANDARDS**

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Work Assignment Form. (WebForms v1.0)

**Performance Work Statement  
EP-C-16-003  
WA 3-07  
Amendment 000001**

**Compilation of the Work Which Includes Changes with the Changes Highlighted**

**TASK 1 – Stormwater Outreach Support**

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the National Pollutant Discharge Elimination System (NPDES) website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA standards and requirements.

**SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)**

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor shall assume significant revisions to approximately 100 fact sheets and development of approximately 5 new fact sheets.

**DELIVERABLES:**

- Deliverables shall consist of initial drafts, which are typically due within 3 weeks of EPA providing specific details via a written technical directive from the EPA WACOR; second drafts, which are typically due within 3 weeks of receipt of EPA comments; and a final version (or revised draft) within 15 days of receipt of EPA comments.

**SUBTASK 2C – Construction Program Support**

The contractor shall support EPA's implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor shall provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
  - Updated Small Residential Lot SWPPP Template.
- Assist in development of new permit guidance materials, including:
  - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist with research and review of relevant construction stormwater topics.

- Assist in publication of a construction stormwater permit compendium.
- Provide ongoing operations and maintenance for the Low Erosivity Waiver (LEW) calculator hosted in cloud.gov.
  - Work with EPA to ensure LEW calculator web service is integrated into the CGP's NOI application in NeT
  - Review Cloud.gov LEW application audit log files
  - Conduct Cloud.gov restaging events as needed
  - Set up automated Google analytics report
  - Review and provide EPA with report on API.epa.gov analytics
  - Deploy updates including bug fixes and enhancements
  - Provide general support for EPA staff questions
  - Adhere to EPA IT/IM policies, procedures, and standards
- Provide ongoing operations and maintenance for the Discharge Mapping Tool.
  - Work with EPA to update the user interface (UI) and incorporate the latest web services for impairment and Total Maximum Daily Load (TMDL) data
  - Work with EPA to integrate the Discharge Mapping Tool into the CGP's NOI application in NPDES eReporting Tool (NeT)
  - Adhere to EPA Information Technology/Information Management (IT/IM) policies, procedures, and standards

The contractor shall support EPA in the modification of the 2017 CGP. Specific tasks may include formatting permit documents and preparing them for posting on the web.

The contractor shall also provide support to EPA in preparing for the issuance of the 2022 CGP, including assisting with revising the proposed and final permit and fact sheet, responding to public comments, developing information for the economic analysis, ICR, and various consultations associated with the permit, formatting permit documents, developing permit compliance tools, and other related permit reissuance tasks. Specific tasks may include:

- Developing permit forms or modifying existing ones (e.g., NOI, NOT, LEW)
- Supporting permit/fact sheet content with additional studies and/or analyses
- Researching supporting data and documentation for new permit requirements
- Developing draft permit options
- Developing the economic analysis for the permit
- Developing and completing the ICR package for the permit
- Preparing materials to use with ESA, Tribal, and other consultation activities for the permit
- Organizing and formatting 401 certifications from the States, Tribes, and territories
- Reviewing permit (including appendices) and fact sheet for formatting and reference consistency
- Formatting permit documents and preparing them for posting on the web
- Updating the SWPPP template, and inspection and corrective action templates to be consistent with the permit

- Organizing, reviewing, summarizing, drafting responses, and categorizing public comments
- Compiling information in stormwater pollution prevention plans (SWPPPs) and performing specific analyses

#### **DELIVERABLES:**

- Deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical directive and final versions (or revised drafts) are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

#### **TASK 4 – Long-term Stormwater Planning Technical Assistance**

In 2016 EPA initiated technical assistance to support long-term stormwater planning in the following communities:

- Burlington, Iowa
- Hattiesburg, Mississippi
- Rochester, New Hampshire
- Santa Fe, New Mexico

EPA will work with each recipient community to define a technical assistance project that will a) serve EPA in developing practical examples, knowledge and resources on stormwater and integrated planning that can be transferred to other communities and to a national audience, and b) advance the implementation of long-term stormwater planning in the selected community in accordance with efforts launched in October 2016. See: <https://www.epa.gov/npdes/stormwater-planning>. This will also result in a trial run of the draft guide *Community Solutions for Stormwater Management: A Guide for Voluntary Long-Term Planning*, including recommendations for improvement of the guide based on experiences in each community.

The contractor shall participate in planning meetings with the communities and related federal, state, and/or local stakeholders. There will be regular conference calls with stakeholders. There will also be travel necessary to the communities to engage in meetings and help facilitate stakeholder engagement in long-term planning activities and the plan development process. The contractor can assume four non-local trips will be required during this period of performance. The contractor shall update, as needed, a work plan for each community outlining the technical assistance planned, the roles and responsibilities of all of the parties involved, and the timeframe for completion of activities.

The contractor may also be asked to develop outreach materials to support this effort, such as fact sheets or handouts for public meetings or presentations that EPA or the community participates in during the period of performance.

The contractor shall support technical analyses of stormwater and/or wastewater solutions if the EPA identifies the need for this support during the project. Analyses could be related to:

- Identifying goals of long-term stormwater planning efforts;

- Describing any applicable water quality, human health and regulatory issues;
- Describing existing stormwater and/or wastewater systems and their performance;
- Planning to encourage the active participation of the community in development and implementation of a long-term stormwater plan;
- Opportunities analysis;
- Examining alternatives;
- Examining investments and implementation schedules;
- Compiling and reviewing resources to support a web-based Stormwater Toolkit;
- Measuring success; and
- Improving the long-term stormwater plan.

The contractor shall also compile, and review resources related to the effort.

The contractor shall also help to update the Guide based on lessons learned from the technical assistance projects. For the purpose of developing the cost estimate for this task, the contractor can assume that work on updating the guide will take place during this period of performance.

In addition, the contractor shall compile a lessons learned document based on the technical assistance provided, a supporting document that includes worksheets and checklists directly from existing documents/resources or slightly modified based on existing documents/resources, and background information for the website. The contractor can assume the lessons learned document is approximately 10-15 pages in length and the supporting document is approximately 20-25 pages in length.

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

#### **DELIVERABLES:**

- The contractor shall prepare meeting agendas (unless excluded by WACOR) and submit for EPA review and approval 2-5 days (or a longer time if approved by the WACOR) prior to the meeting and deliver draft meeting notes as requested by the WACOR for calls and meetings held with technical assistance communities and/or other stakeholder groups. Draft notes shall be delivered within five (5) business days after the meeting. Revised notes shall be delivered within five (5) business days of receiving comments from the WACOR. For planning purposes, the contractor can assume that during this period of performance there will be one meeting per week for each community.
- Technical analysis and outreach-related deliverables and deadlines will be established based on the specifics of each task and will not be required any sooner than five (5) business days after assignment.
- Technical Assistance Work Plan will be updated by the contractor for each community as requested by the WACOR. The work plan will be revised within two weeks of receiving feedback from WACOR.
- EPA anticipates that long-term stormwater plans will be drafted and finalized for each of the communities during this period of performance. The contractor shall prepare outlines for each long-term plan prior to drafting the plans. Draft outlines shall be delivered

within 2 weeks of receiving EPA's input on the Work Plan, unless a longer timeframe is specified by the WACOR. The contractor shall deliver draft reports within 4 weeks of receiving comments on the outline from EPA, unless a longer timeframe is specified by the WACOR. Revised reports shall be delivered within 2 weeks of EPA providing comments on the draft, unless a longer timeframe is specified by the WACOR. A final version is due within 1 week after receipt of comments from EPA, unless a longer timeframe is specified by the WACOR.

- For the lessons learned document, a supporting document that includes worksheets and checklists, and background information for the website, deliverables will consist of draft outlines and initial drafts that are typically due within 3 weeks after receiving written technical directive and final versions (or revised drafts) that are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.



<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>EPA</b>  United States Environmental Protection Agency  Washington, DC 20460  <b>Work Assignment</b> </div> <div style="text-align: right;"> Work Assignment Number  3-08  <input type="checkbox"/> Other    <input type="checkbox"/> Amendment Number: </div> </div>										
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number                      3		Title of Work Assignment/SF Site Name Construction and Grant Mgmt.						
Contractor EASTERN RESEARCH GROUP, INC.			Specify Section and paragraph of Contract SOW See PWS							
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 07/01/2019 To 06/30/2020							
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2021		Cost/Fee:		LOE: 0						
This Action:				1,040						
Total:				1,040						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee			LOE:				
Cumulative Approved:			Cost/Fee			LOE:				
Work Assignment Manager Name Frances Josephs _____ (Signature)                      (Date)						Branch/Mail Code:				
						Phone Number: 202-564-9541				
						FAX Number:				
Project Officer Name Tangela Cooper _____ (Signature)                      (Date)						Branch/Mail Code:				
						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name _____ (Signature)                      (Date)						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams _____ (Signature)                      (Date)						Branch/Mail Code:				
						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT  
EPA CONTRACT NUMBER EP-C-16-003  
WORK ASSIGNMENT NUMBER 3-08 OPTION PERIOD 3  
ANTICIPATED LEVEL OF EFFORT (LOE): 1,040 Hours**

**I. ADMINISTRATIVE:**

**Contract No:** EP-C-16-003

**Contractor:** ERG

**WA Title:** Construction and Grant Management Evaluation of Special Appropriations Act Projects

**Work Assignment Contracting Officer's Representative (WACOR):**

Frances Josephs  
US EPA  
OWM (4204M)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
(202) 564-2871  
[josephs.frances@epa.gov](mailto:josephs.frances@epa.gov)

**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

Jamelya Curtis  
US EPA  
75 Hawthorne Street (WTR1)  
San Francisco, CA 94105  
(415) 972-3529  
[curtis.jamelya@epa.gov](mailto:curtis.jamelya@epa.gov)

**II. PERIOD OF PERFORMANCE:** 7/1/2019 – 6/20/2020

**III. BACKGROUND:**

From Fiscal Year (FY) 1992 through FY 2010, Congress appropriated funding for over 3,900 identified State and Tribal Assistance Grants (STAG) earmarked for water-related infrastructure construction projects. These projects have resulted in significant water quality benefits. However, STAG project administration continues to challenge both EPA Regions and Headquarters due to resource requirements needed to award, manage, and evaluate these projects. In order to address this need, the FY 2001 Appropriations Act (P.L. 106-377) contains a provision that allows EPA to set aside up to three percent of the amount of each post FY 2000 STAG project to fund the management and oversight of these projects. Through this provision, EPA uses contractor support to evaluate post FY 2000 STAG projects for compliance with the conditions of their EPA grant and for consistency with their work plan.

**IV. OBJECTIVE:**

The objective of this work assignment is to evaluate post FY 2000 STAG projects on-site and/or remotely. The on-site evaluations (OSEs) (Task 1) are intended to assess physical progress of construction and evaluate the grantee's compliance with the conditions of their EPA grant and work plan. Procurement reviews (PRs) (Task 2) are intended to evaluate a grantee's established

procurement system or the compliance of specific procurements with EPA regulations and Disadvantaged Business Enterprise (DBE) rules. Financial management reviews (FMRs) (Task 3) are intended to evaluate compliance with EPA's cost principles and the statutory cost-share requirement. Environmental review (ER) support (Task 4) and a National Environmental Policy Act (NEPA) decision compliance monitoring of post FY 2000 STAG projects are to be performed as requested by the EPA Regions.

The secondary purpose of this work assignment is to provide technical support to grantees related to STAG project management and oversight. Grantees may need troubleshooting and technical assistance during the course of the project.

The following deliverables are anticipated during the entire Option Period 3. The contractor is not to exceed the anticipated number of reviews without a formal amendment and direction from the EPA WACOR. Please note that the reviews could fall under any applicable tasks 1 through 4.

R4: 6 reviews

R5: 6 reviews

R6: 6 reviews

R9: 12 reviews

## **V. TASK DETAIL:**

### **Task 0: Work plan and Budget Development**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause, B.2 WORK ASSIGNMENTS (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); (c) a detailed estimate of travel expenses; and (d) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress reports and financial reports which shall conform to the requirements particularized to the REPORTS OF WORK clause in the contract.

In addition, a monthly LOE by task per Region template in the form of an excel spreadsheet will be provided by the WACOR prior to the issuance of the first invoice from the contractor, in order to track the actual work performed.

### **Task 1: Conduct On-site Project Evaluations**

The contractor shall perform site visits for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter OSE requests into a shared online file. Technical direction to schedule and perform OSEs will be provided once when this Work Assignment 3-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer. After performing the requisite conflict of interest review, the contractor shall make arrangements to conduct a site visit for the assigned projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the

Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an OSE, the contractor shall review the appropriate grant and construction documents and conduct a walkthrough of the project site. The contractor shall complete the review using the standard evaluation form (Attachments 1 and 2)<sup>1</sup> during the site visit. The completed evaluation form, accompanied by a cover letter highlighting key finding and recommendations, shall be considered the evaluation report that is the required deliverable for this task.

No more than two site visits shall occur for a given project under this Work Assignment, unless specifically requested by the WACOR.

The contractor shall try to minimize travel costs by utilizing appropriate staff from contractor offices (main, branch, or other) in general proximity to the state locations. The contractor shall also group evaluations into one trip to the extent practicable.

Evaluations shall typically be one work day in length at the project site and should be performed by engineers (Professional Engineers or Engineers-in-Training) where feasible. Additional time shall be estimated for scheduling visits, travel to and from the project site, and for follow-up activities such as completing the formal written evaluation report.

***Deliverables for Task 1:*** An evaluation form (i.e., the standardized evaluation coversheet plus the on-site review insert) shall be completed for each OSE. (Note: in cases where two different reviews are performed together, i.e. an on-site review together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer and WACOR for comment no later than 21 business days after the date of the OSE. Upon receipt of the project officer's and WACOR's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

## **Task 2: Conduct Procurement Reviews**

The contractor shall evaluate procurement systems and procurement actions for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter PR and procurement system review (PSR) requests into a shared online file. Technical direction to schedule and perform PRs and PSRs will be provided once when this Work Assignment 3-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

PR/PSRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote PRs, the contractor shall initiate the PR using the standard email templates provided by the WACOR after performing the

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<sup>1</sup> The contractor should be prepared for slight modifications to the evaluation form over the course of the WA based on feedback from the contractor, project officers, and grantees.

requisite conflict of interest review. For on-site PRs, the contractor shall notify the grantee of the PR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During a PR/PSR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 3).<sup>2</sup> Evaluations shall typically be one half to one full work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

***Deliverables for Task 2:*** An evaluation form (i.e., the standardized evaluation coversheet and all applicable PR/PSR inserts) shall be completed for each PR/PSR. (Note: in cases where two different reviews are performed together, i.e. an OSE together with a PR/PSR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer and WACOR for comment no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's and WACOR's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table with an explicit list of key findings for each PR/PSR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall directly and completely describe the deficiencies encountered. Summary tables should be 1-2 pages in length in most cases (allowances will be made in circumstances where there are numerous contracts) and include regulatory references. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR after a final evaluation report has been distributed.

### **Task 3: Conduct Financial Management Reviews**

The contractor shall review financial management of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter FMR requests into a shared online file. Technical direction to schedule and perform FMRs will be provided once when this Work Assignment 3-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

FMRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote FMRs, the contractor shall initiate the

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<sup>2</sup> The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

FMR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site FMRs, the contractor shall notify the grantee of the FMR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an FMR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 4).<sup>3</sup> Evaluations shall typically be one quarter to one half a work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

***Deliverables for Task 3:*** An evaluation form (i.e., the standardized evaluation coversheet and FMR insert) shall be completed for each initial FMR.<sup>4</sup> (Note: in cases where two different reviews are performed together, i.e. an OSE together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer and WACOR for comment as soon as possible, but no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's and WACOR's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table for FMRs that clearly shows pertinent grant financials and key findings for each FMR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall clearly and completely describe any deficiencies encountered. Summary tables should be 1-2 pages in length in most cases. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

#### **Task 4: Environmental Review Support**

The contractor shall assist with the ER and NEPA decision compliance monitoring of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter ER requests into a shared online file. Technical direction to schedule and perform ERs will be provided once when this Work Assignment 3-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

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<sup>3</sup> The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

<sup>4</sup> Only one full deliverable is required per grant per option period. The deliverable for follow-up FMR requests for the same grant will be a summary sheet only, unless otherwise requested by the EPA WACOR.

ERs should be done remotely, but may be done on-site with permission from the WACOR. For remote ERs, the contractor shall initiate the ER using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site ERs, the contractor shall notify the grantee of the ER when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

In providing ER support, the contractor may be asked to perform any or all of the following tasks to support EPA's development, issuance, and/or implementation of a NEPA determination:

- prepare or review/evaluate assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs), draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;<sup>5</sup>
- analyze information regarding potential impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- review/evaluate documents such as: environmental studies and assessments, environmental audits, license and permit applications, and environmental management plans prepared by other federal agencies or license/permit applicants;
- prepare or review/evaluate field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- review/evaluate statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc.), and reports on such analyses (e.g., analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc.);
- conduct literature surveys and communicate<sup>6</sup> with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from "cross-cutter" agencies, as appropriate;
- prepare or review public notices, summaries of public comments received, and proposed responses to public comments.
- monitor construction of SAAP projects to ensure/facilitate compliance with mitigation measures developed to comply with NEPA and cross cutter laws, including on-site construction activity monitoring by (a) certified archaeologist(s) to ensure tribal artifacts and/or remains discovered during construction are dealt with in accordance with SAAP grant conditions, NEPA decisions, and/or MOUs/MOAs between EPA, recipients and/or other Federal agencies.

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<sup>5</sup> EPA's NEPA compliance responsibilities include the "cross-cutter" statutes, i.e., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland (see Attachment 5).

<sup>6</sup> The contractor shall document all communications with any Federal/ State/Local agencies, copy the project officer on all written communications, and invite the project officer to participate in any telephone conversations or in-person meetings.



**No legal services shall be performed under this work assignment unless prior written approval of the Office of General Counsel is received.**

The basic NEPA compliance requirements are contained in:

- NEPA of 1969, 42 U.S.C. 4321, as amended
- Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 CFR Part 1500, as amended
- EPA Regulations for Implementing NEPA, 40 CFR Part 6

A complete list of statutes, regulations, Executive Orders, and guidance documents relevant to ERs of EPA grants is provided in Appendix 5.

***Deliverables for Task 4:*** The deliverables for Task 4 will vary by grant and may include: an EID, a draft EA,<sup>7</sup> a draft FNSI, a draft CE, a report on an assessment/study/assessment reviewed or performed by the contractor, copies of concurrence letters from cross-cutters, etc. The deadline for each deliverable will also vary by grant. ERs must proceed in a timely and orderly fashion but given the uniqueness of every ER and the need to coordinate with multiple parties (e.g., the grantee, the project officer, cross-cutter agencies, etc.) deadlines will be set on an assignment-by-assignment basis with input from the contractor and provided via written technical direction.

The contractor shall maintain an administrative record of all pertinent documents related to preparation of all work done under this task. All reports, studies, articles, records of telephone conversations with experts, etc., shall be provided to the project officer and WACOR upon completion of each ER.

#### **Task 5: Grantee Technical Support and Troubleshooting**

The contractor shall provide technical support and troubleshooting expertise to grantees on subject matter areas covered during the course of the evaluations, if requested. The purpose of this technical support and troubleshooting is to improve grantees' understanding of the items being reviewed so that the evaluations can be completed appropriately. Examples of technical support and troubleshooting may include identifying federal requirements (e.g., for procurement), organizing project documentation, and properly counting invoices. This list is not exhaustive and is provided to illustrate typical issues that may arise during, or as a result of, an evaluation. For estimating purposes, it is expected that the contractor shall provide technical support and troubleshooting expertise amounting to no more than 5% of the total evaluation time allocated under Tasks 1 through 3 of the work assignment.

***Deliverables for Task 5:*** Any technical or troubleshooting support shall be noted in the evaluation report for the project required under Tasks 1 - 3 of this work assignment, as well as in the monthly progress report.

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<sup>7</sup> See Attachment 6 for a sample table of contents for a draft EA.



### **Task 6: Work Assignment Progress Meeting and Progress Reports**

The contractor shall have a monthly call with the WACOR to ensure that any problems related to Tasks 1 - 5 are quickly identified, discussed, and corrected with minimum delay and to minimize potential misunderstandings. The monthly calls shall range from thirty (30) minutes to one hour in length and shall typically be held on the third Thursday of the month barring any scheduling conflicts (calls can be rescheduled to another day in the same month that is convenient for both the WACOR and the contractor).

The contractor shall also provide a quarterly progress tracking and summary that lists the assigned projects, evaluations scheduled and performed, any technical or troubleshooting support provided, and a listing of completed evaluation reports. A master list of all evaluations completed by the contractor shall be maintained separately, but should assimilate all new information from each Quarterly Report.

***Deliverables for Task 6:*** Quarterly progress tracking and summary reports for this work assignment are due by:

- September 30, 2019
- December 30, 2019
- March 30, 2020

The master list should be provided at the conclusion of the Work Assignment.

### **Task 7: Transitional Support**

In the event that the contract will end with the contractor, the contractor shall prepare a set of transitional materials so that work can proceed regardless of who is providing the services. Transitional materials could include, but will not be limited to preparation of standard operating procedures, checklists that detail various oversight responsibilities, or a reference guide detailing the project manager's responsibilities. Specific deliverables will be based on logistical discussions between the contractor, WACOR, and alternate WACOR, and will be assigned via technical direction.

## **VI. OTHER REQUIREMENTS:**

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

## **VII. GOVERNMENT FURNISHED DATA**

The WACOR shall provide the contractor access to, and copies of, relevant reports, regulations, papers, and guidance/training materials published by the Agency or produced by other contractors working on behalf of the Agency.

## **VIII. QUALITY ASSURANCE SURVEILLANCE PLAN**

This work shall be conducted under the contractor's existing Quality Management Plan and does require a Quality Assurance Project Plan, which was originally developed under WA 1-08 of this contract in November 2017. The requirements do include environmental measurements, etc., therefore this supplement Programmatic Quality Assurance Project Plan (PQAPP) is required.

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: management and communications, cost management and control, and quality of product/service.

#### **IX. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS**

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

#### **X. PERFORMANCE REQUIREMENTS AND MEASUREABLE STANDARDS**

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

**Note:** The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Construction and Grant Managem				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 10/09/2019 To 06/30/2020				
Comments: A revised work plan/cost estimate is required.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,040						
07/01/2016 To 06/30/2021										
This Action:				694						
Total:				1,734						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Frances Josephs							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-9541			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2030			
							FAX Number:			

**PERFORMANCE WORK STATEMENT  
EPA CONTRACT NUMBER EP-C-16-003  
WORK ASSIGNMENT NUMBER 3-08 OPTION PERIOD 3 AMENDMENT 1  
ANTICIPATED LEVEL OF EFFORT (LOE): 694 HOURS**

**I. ADMINISTRATIVE:**

**WA Title:** Construction and Grant Management Evaluation of Special Appropriations Act Projects

**Work Assignment Contracting Officer's Representative (WACOR):**

Frances Josephs  
US EPA  
OWM (4204M)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
(202) 564-2871  
[josephs.frances@epa.gov](mailto:josephs.frances@epa.gov)

**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

Jamelya Curtis  
US EPA  
75 Hawthorne Street (WTR1)  
San Francisco, CA 94105  
(415) 972-3529  
[curtis.jamelya@epa.gov](mailto:curtis.jamelya@epa.gov)

**II. PERIOD OF PERFORMANCE:** Date of Issuance – June 30, 2020

**III. OBJECTIVE:**

In this amendment under option period 3, it is anticipated that the amount of LOE will be increasing significantly through the end of 2019 due to the additional effort such as a review comments that is needed under Task 4 of this work assignment, which is Environmental Review (ER) Support. Specifically, there are two projects in Region 9 that are currently undergoing National Environmental Policy Act (NEPA) and warrant Task 4 support. Given the uniqueness and environmental complexities of both ERs, and public interest in the projects, we are directing the contractor to complete several tasks which will likely require additional LOE than originally estimated during earlier stages of both projects.

The ER support under Task 4 is critical to maintaining progress with both projects; EPA is required to comply with NEPA prior to providing grant funding for the implementation of the projects. EPA's NEPA compliance responsibilities include the "cross-cutter" statutes, e.g., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland. Additional LOE will provide such support via the Task 4 activities including but not limited to:

- Conducting literature surveys and communicating with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from “cross-cutter” agencies, as appropriate;
- Preparing, reviewing and evaluating assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs), draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;
- Analyzing information regarding potential project impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- Preparing, reviewing/evaluating field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- Reviewing/evaluating statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc.), and reports on such analyses (e.g., analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc.);
- Preparing and reviewing public notices, summaries of public comments received, and proposed responses to public comments;
- Monitoring construction of Special Appropriations Act Projects (SAAP) to ensure/facilitate compliance with mitigation measures developed to comply with NEPA and cross cutter laws.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-10				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name R2 NPDES Program Support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW PWS Task 9.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/15/2019 To 06/30/2020				
Comments: In accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/01/2016 To 06/30/2021										
This Action:						343				
Total:						343				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name    Maureen Krudner							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 212-637-3874			
							FAX Number:			
Project Officer Name    Tangela Cooper							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number:			
							FAX Number:			
Contracting Official Name    Tammy Adams							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 513-487-2030			
							FAX Number:			

**PERFORMANCE WORK STATEMENT (PWS)  
CONTRACT NO. EP-C-16-003  
WORK ASSIGNMENT (WA) No. 3-10**

**Anticipated Level of Effort (LOE): 343 hours**

1. **TITLE:** U.S. Environmental Protection Agency (EPA) Region 2 (R2) National Pollutant Discharge Elimination System (NPDES) Program Support
2. **PERIOD OF PERFORMANCE:** Date of Issuance – June 30, 2020
3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (WACOR):**

<b>COR Name:</b> Ms. Maureen Krudner <b>Phone:</b> 212-637-3874 <b>Email:</b> krudner.maureen@epa.gov	<b><u>USPS Mailing Address</u></b> Clean Water Division U.S. Environmental Protection Agency, Region 2 290 Broadway New York, NY 10007
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**EPA ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (ALTERNATE WACOR):**

<b>COR Name:</b> Ms. Sieglinde Pylypchuk <b>Phone:</b> 212-637-4133 <b>Email:</b> pylypchuk.sieglinde@epa.gov	<b><u>USPS Mailing Address</u></b> Clean Water Division U.S. Environmental Protection Agency, Region 2 290 Broadway New York, NY 10007
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4. **BACKGROUND**

National Pollutant Discharge Elimination System (NPDES) permits in the Commonwealth of Puerto Rico are issued by the U.S. Environmental Protection Agency (EPA) Region 2. In New Jersey and New York, the NPDES is implemented through a State Pollutant Discharge Elimination System (SPDES) program managed by the State of New Jersey Department of Environmental Protection and the New York State Department of Environmental Conservation, respectively. In the U.S. Virgin Islands, the NPDES program is implement by the territory through a Territorial Pollutant Discharge Elimination System (TPDES) program managed by the U.S. Virgin Islands Department of Planning and Natural Resources. EPA Region 2 oversees the SPDES and TPDES

programs and provides technical assistance to states. Through the completion of the Tasks described in this Work Assignment, EPA Region 2 will be able to provide more effective oversight and technical assistance to the state programs and more effectively administer the NPDES program in Puerto Rico.

## **5. PURPOSE AND OBJECTIVE**

The objective of this Work Assignment is to provide NPDES program support to EPA Region 2 for the NPDES program in Puerto Rico, the SPDES programs in New Jersey and New York, and the TPDES program in the U.S. Virgin Islands.

## **6. SCOPE OF WORK**

The Contractor shall develop a Work Plan for each of the tasks listed below. The Contractor shall initiate a telephone conference with the EPA Work Assignment Contracting Officer's Representative (WACOR) to clarify any issues before the final Work Plan is submitted.

This Work Assignment does not require any laboratory analysis or field sampling.

### **TASK 1: PUERTO RICO MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) AUDITS AND EVALUATIONS.**

#### **Background:**

Municipal Separate Storm Sewer System (MS4) permits in the Commonwealth of Puerto Rico are issued by the U.S. Environmental Protection Agency (EPA) Region 2.

The EPA's MS4 program is vital to protecting human and environmental health because polluted stormwater runoff is commonly transported through MS4s and the often discharged, untreated, into local water bodies. To prevent harmful pollutants from being washed or dumped into MS4s, specific types of operators are required to obtain NPDES permits and develop stormwater management programs. In the Commonwealth of Puerto Rico, the MS4 permits are issued by the U.S. Environmental Protection Agency Region 2.

#### **Task Description:**

*The Contractor shall conduct MS4 audits in Puerto Rico, as requested, and shall assess the permittee's performance under the 2016 Small MS4 General Permit.*

The Contractor shall conduct MS4 audits in Puerto Rico, as requested and consistent with an approved Quality Assurance Project Plan (QAPP). The Contractor shall assess the permittee's performance under the 2016 Small MS4 General Permit applicable in Puerto Rico. In performing this assessment, at a minimum, the following will be done:

- Discussion with Region 2 official about the scope of the MS4 audits,



- Interview of municipal staff and review file materials related to the municipality's current and past implementation activities,
- Select a number of municipal activities located within the jurisdiction for inspection, and
- Observe municipal staff as they implement these activities.

The Contractor shall provide EPA with the performance standards and specifications of the Global Positioning System (GPS) needed to complete the QAPP. The EPA will provide the contractor with a QAPP prior to audits being conducted.

The Contractor shall document the results of the MS4 audits with photos, GPS plots of known facilities, and other means, as appropriate.

In the week following each audit, the Contractor shall provide a brief summary of the audit's findings, including the most relevant non-compliance findings, if applicable (via email).

The Contractor shall provide a detailed, written report summarizing the results of each MS4 audit, including all of the data, photographs and information collected during the MS4 audit and checklists used on-site. The report shall identify any conditions that may be of concern in relation to Section 301 and 402(p) of the Clean Water Act (CWA), and applicable Small MS4 General Permit conditions, as well as provide recommendations related to additional pollution controls that are needed to improve water quality.

**Deliverables:**

- 1) The Contractor shall participate in tele- or web-meetings with EPA R2, as needed, prepare meeting notes and provide those notes to EPA R2 within 3 business days of the meeting.
- 2) Within 7 days of each audit, the Contractor shall provide a brief summary of the audit's findings (via email).
- 3) A draft report, including all the data, photographs, and information collected during the audit and checklists used on-site, shall be provided to the EPA within 45 days of the completion of the MS4 audit. The EPA will review all draft reports and provide comments to the Contractor. Within 15 days of receipt of EPA's comments, the Contractor shall incorporate EPA's comments and provide an electronic final report to the EPA.

**TASK 2: GREEN STREETS GUIDANCE FOR NEW JERSEY COMMUNITIES**

**Background:**

The EPA R2 is an active member of the Jersey Water Works Green Infrastructure Committee works to promote the use of green infrastructure as a mechanism to control stormwater runoff and combined sewer overflows through the state of New Jersey. This

committee proposes to create, with assistance from EPA R2 contractor support, a green streets guidance for interested New Jersey communities.

A green street is a stormwater management approach that incorporates vegetation, soil, and engineered systems to slow, filter, and collect stormwater runoff from impervious surfaces. Green infrastructure enables stormwater to infiltrate into the ground instead of becoming runoff carrying pollutants into the storm sewer and local waterways.

Incorporating green infrastructure into streets can preserve the primary function of a street as a conduit for vehicles, pedestrians, bicyclists, and transit riders. Green street installations such as permeable pavements, stormwater planters and tree pits, bioswales, rain gardens, and curb bump-outs can be placed along sidewalks, bike lanes, vehicles lanes, road shoulders, and in parking spaces.

In addition to managing stormwater, green streets deliver many important environmental, social and economic benefits like cooling and cleaning the air, preventing flooding, increasing foot traffic, improving mental and physical health, and making streets safer by adding to traffic calming.

Many municipalities and counties across the country have adopted complete streets policies and are using the complete streets framework to make their streets safe; yet, few specifically include green infrastructure in their policies. Some communities in New Jersey are building green streets locally despite the lack of policies that would require green infrastructure. Many of these projects have obtained beneficial financing and positive public support by including green infrastructure techniques.

More New Jersey communities might pursue green streets projects if there was realistic guidance on implementation – green infrastructure concepts, identified benefits, and permitting and coordination needs.

**Task Description:**

*The Contractor shall provide the expertise to develop a handbook designed to educate municipal officials in New Jersey about green streets, leading to increased local implementation and collaboration with the New Jersey Department of Transportation (NJDOT).*

The Contractor shall develop a handbook for New Jersey municipalities, counties, and the state, that provides a rationale to include green streets concepts in their future designs and support green street implementation at the local level.

This handbook would demonstrate how green street concepts could be incorporated into existing or planned capital projects and highlight the benefits associated with these projects. These projects would act as demonstrations for local officials and residents to encourage further implementation of green street projects.

The handbook will follow the outline of suggested content developed in cooperation with the Jersey Water Works Green Streets Subcommittee, dated February 8, 2019. Chapters 1 and 2 were under development under WA 2-10, of contract EP-C-16-003.

The Contractor shall utilize information from phone interviews conducted under WA 2-10 to highlight New Jersey-specific concerns.

The Contractor shall ensure the Handbook is consistent with the Office of Sustainable Communities Technical Report Guidance and Style Guide. The handbook shall also be Section 508 compliant.

**Deliverables:**

All deliverables shall be provided to the WACOR as one (1) hard copy and one (1) electronic copy. All supporting documents shall be provided to the WACOR as one (1) hard copy and one (1) electronic copy, if available.

- 1) The contractor shall participate in telephone conferences with the WACOR and members of the New Jersey Water Works Green Streets Subcommittee as necessary.
- 2) Within thirty (30) days of workplan approval, the Contractor shall identify any additional background materials that they would like the Green Streets Subcommittee to provide.
- 3) Within forty-five (45) days of workplan approval, the Contractor shall submit a first draft of Chapter 3 of the handbook for review.
- 4) Within seventy-five (75) days of workplan approval, the Contractor shall submit a first draft of Chapter 4 of the handbook for review.
- 5) Within one hundred and fifty (150) days of workplan approval, the Contractor shall submit second drafts of Chapters 3 and 4 of the handbook for review.
- 6) Within one hundred and ninety days (190) days of workplan approval, the Contractor shall submit final drafts of Chapters 1 through 4 of the handbook.

**7. DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS**

<b>Task</b>	<b>Item Require</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
1	Participate in regular tele- or web-meetings with the EPA R2 to discuss technical and administrative edits and provide meeting notes to the EPA R2	Submit meeting notes within 3 working days of the meeting	Electronic, Word format
1	Summary of audit's findings (via email)	Within 7 days of the completion of the MS4 audit	Electronic, Word format

1	Draft audit report, including all data, photographs, and information collected during the on-site	Within 45 days of completion of the MS4 the audit	Electronic, Word format
1	Final audit report	Within 15 days of receipt of the EPA's comments on the draft audit report, but no later than June 30, 2020	Electronic, Word format or PDF
2	Conduct teleconferences with the WACOR and members of the New Jersey Water Works Green Streets Subcommittee	As needed	n/a
2	Contractor shall identify any additional background materials that they would like the Green Streets Subcommittee to provide	Within 30 days of workplan approval	Electronic, Word format or PDF
2	Contractor shall submit a first draft of Chapter 3 of the handbook for review.	Within forty-five (45) days of workplan approval	Electronic, Word format or PDF
2	Contractor shall submit a first draft of Chapter 4 of the handbook for review.	Within seventy-five (75) days of workplan approval	Electronic, Word format or PDF
2	Contractor shall submit second drafts of Chapters 3 and 4 of the handbook	Within one hundred and fifty (150) days of workplan approval	Electronic, Word format or PDF
2	Contractor shall submit final drafts of Chapters 1 through 4 of the handbook	Within one hundred and ninety days (190) days of workplan approval	Electronic Word format and hard copy

The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

**8. CONTRACT SOW REFERENCE**

See Contract Performance Work Statement, Task 9.

**9. ANTICIPATED TRAVEL REQUIREMENTS**

Task 1 of this Work Assignment includes travel to Puerto Rico for the purpose of completing the on-site MS4 audits. The Contractor shall stay in San Juan or the surrounding area for a minimum of 4 full, work days (i.e., arrive Sunday, conduct audits Monday through Thursday, depart Friday). This may be extended an additional work day or two additional work days, upon written approval by the EPA.

**10. ADDITIONAL REQUIREMENTS:**

Other direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the WACOR and/or the Contract Level Contracting Officer's Representative (CL-COR) by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the WACOR and the CL-COR.

**11. CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of the EPA when attending meetings with outside parties or visiting field sites.

**12. CONTROL REQUIREMENTS**

**1. Quality Assurance Project Plan (QAPP):**

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

2. Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without the EPA's approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential, and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

3. Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice (DOJ), or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor shall provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

4. Handling of Confidential Business Information (CBI)

Contractor's access to Toxic Substances Control Act (TSCA) CBI shall comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this Work Assignment requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as CBI shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant shall adhere to the EPA-approved security

plans which describes procedures to protect CBI and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for the EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

5. Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by the EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-10				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period   07/01/2016   To   06/30/2020 Base                      Option Period Number      3			Title of Work Assignment/SF Site Name R2 NPDES Program Support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   02/06/2020   To   06/30/2020				
Comments: This amendment 000001 removes the funding ceiling. The WA is fully funded at \$50,866.00.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:   343				
07/01/2016   To   06/30/2020										
This Action:						0				
Total:						343				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Maureen Krudner  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 212-637-3874 FAX Number:				
Project Officer Name    Tangela Cooper  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name    Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:				



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-10				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period   07/01/2016   To   06/30/2021 Base                      Option Period Number      3			Title of Work Assignment/SF Site Name R2 NPDES Program Support				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   02/13/2020   To   06/30/2020					
Comments: This amendment 000002 adds an additional 70 Level of Effort hours at no additional cost to the government. A work plan/cost estimate is not required.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:   343				
07/01/2016   To   06/30/2021										
This Action:						70				
Total:						413				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Maureen Krudner  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 212-637-3874 FAX Number:				
Project Officer Name    Tangela Cooper  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name    Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:				

**PERFORMANCE WORK STATEMENT (PWS)**  
**CONTRACT NO. EP-C-16-003**  
**WORK ASSIGNMENT (WA) No. 3-10**  
**Amendment 000002**

**Anticipated Level of Effort (LOE): 70 hours**

1. **TITLE:** U.S. Environmental Protection Agency (EPA) Region 2 (R2) National Pollutant Discharge Elimination System (NPDES) Program Support
2. **PERIOD OF PERFORMANCE:** Date of Issuance – June 30, 2020
3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (WACOR):**

<b>COR Name:</b> Ms. Maureen Krudner <b>Phone:</b> 212-637-3874 <b>Email:</b> krudner.maureen@epa.gov	<b><u>USPS Mailing Address</u></b> Clean Water Division U.S. Environmental Protection Agency, Region 2 290 Broadway New York, NY 10007
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**EPA ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (ALTERNATE WACOR):**

<b>COR Name:</b> Ms. Sieglinde Pylypchuk <b>Phone:</b> 212-637-4133 <b>Email:</b> pylypchuk.sieglinde@epa.gov	<b><u>USPS Mailing Address</u></b> Clean Water Division U.S. Environmental Protection Agency, Region 2 290 Broadway New York, NY 10007
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The purpose of this amendment is to add 70 hours without any additional cost to the government. Adjustments were made to the staffing plan for Task 2 by primarily using more junior staff to complete portions of the work. Consultations with three communities have taken more time than originally estimated for collecting technical details to prepare the New Jersey Green Streets Guide. The result is that an additional 70 hours without any additional cost to complete the work is required.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Peak Flows & IP				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW 3.3, 3.4, 3.5, 3.7, 3.8, 3.9					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2019 To 06/30/2020				
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/01/2016 To 06/30/2021										
This Action:						15,034				
Total:						15,034				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Lisa Biddle							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 202-566-0350			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 513-487-2030			
							FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 3-11**

**TITLE:** Support for Peak Flows Management Rulemaking and Integrated Planning

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Lisa Biddle  
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):**

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**PERIOD OF PERFORMANCE:** July 1, 2019 through June 30, 2020

**ESTIMATED LEVEL OF EFFORT:** The estimated level of effort (LOE) for this work assignment is 15,034 hours.

**OBJECTIVES:** This Work Assignment provides support to the peak flows management rulemaking and integrated planning work for the Water Permits Division (WPD).

**SCOPE OF WORK**

**TASK 0 – Work Plan, Budget Development and Management**

The contractor shall participate in a kickoff conference call with the EPA WACOR within 30 days of the work assignment's effective date.

The Contractor shall notify the CO and EPA WACOR in writing when 75% and 90% of the authorized work assignment LOE/labor hours and cost have been expended.

The contractor shall meet with the WACOR either in person or via telephone approximately three to four (3-4) hours per month to discuss work assignment planning issues. During this regular meeting, the contractor shall be prepared to discuss updates for tasks outlined below and the contractor shall provide a summary update for tasks via email before each meeting.

For planning purposes, EPA assumed approximately 125 hours of support on this task.

### **TASK 1 – Stakeholder Engagement Support for the Peak Flows Management Rulemaking**

The contractor shall support EPA in stakeholder engagement efforts regarding the peak flows management rulemaking. This will involve developing materials to educate the public and stakeholders on publicly owned treatment work (POTW) operations and wet weather operational considerations. It will also involve supporting outreach to stakeholders and the public on the proposed and final rulemaking.

This task will also include organizing teleconferences, webcasts, and in-person engagement sessions, writing agendas and notes from meetings and generating documents for the rulemaking record.

For planning purposes, EPA assumed 220 hours of support consisting of 4-6 teleconferences and 1-2 webcasts, and one half-day in person meeting. Associated activities for these meetings will include agenda preparation, logistics planning, meeting materials preparation, webcast registration and hosting, meeting facilitation, and meeting notes or transcripts.

This task will also include simple website support for creating materials to be posted on EPA's website like simple graphics, fact sheets, or videos from webcasts.

Content and publications that will be added to EPA's website must be compliant with agency standards, including 508 accessibility, metadata, and other published EPA standards and requirements.

#### **DELIVERABLES:**

Deliverables shall consist of initial drafts, which are due within 10 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 10 days of receipt of EPA comments.

### **TASK 2 – Technical Development Document Support for the Peak Flows Management Rulemaking**

The contractor shall support the development of a Technical Development Document (TDD) that supports the rulemaking. In support of this task the contractor shall review existing data provided by EPA from past research and outreach related to wet weather flow management and related efforts across the agency. The contractor shall also conduct a literature search regarding

technologies tested by, and/or used by, municipalities to manage wet weather flows and maximize treatment of wastewater under wet weather conditions.

Data collection will include compiling information on the cost and performance of various treatment technologies and other wet weather management solutions (such as storage at the treatment plant).

All data collection is expected to be secondary data, EPA does not anticipate doing a survey or sampling to support this rulemaking.

The development of the TDD began under WA 2-11 of contract EP-C-16-003, and under this task the contractor shall continue to draft this document, revise it based on EPA comments, and prepare the final version for publication in the proposed rule record. After the close of the comment period on the proposed rule, the contractor shall develop a list of recommended changes to the TDD based on comments received and, once approved by EPA, the contractor shall develop the draft revised TDD to support the final rule.

For planning purposes, EPA assumed approximately 1,000 hours of support on this task.

**DELIVERABLES:**

The contractor can anticipate two rounds of revisions to TDD sections at both proposal and final stages, based on EPA review and comment. Revised drafts shall be provided within 10 days of receiving EPA comments.

**TASK 3 – Regulatory Analyses and Cost Analyses for the Peak Flows Management Rulemaking**

The contractor shall support the development of an ICR, analysis of costs (economic analysis), and analyses to support the determination of applicability for the executive orders and statutes identified in the action development process to support the proposal. In addition, the contractor shall support revisions to these documents, after the close of the public comment period, to support the final rulemaking.

These analyses were initiated under WA 2-11 of contract EP-C-16-003, and this task will involve revising them based on EPA comments, and later based on public comments and the direction of the final rule.

The contractor shall plan for 6 calls/meetings with EPA economists to discuss the analyses and comments/revisions on the Cost Analysis and ICR.

For planning purposes EPA assumed 2,250 hours of support for this task.

**DELIVERABLES:**

The contractor can anticipate three rounds of revisions to the Cost Analysis and ICR, based on EPA review and comments, prior to proposal. Revised drafts shall be provided within 10 days of

receiving EPA comments. In addition, the contractor can assume two rounds of revisions to these analyses to support the final rule record and ICR.

#### **TASK 4 – Peak Flows Management Rulemaking Public Comment and Comment Response Support**

Support to respond to public comments may include, but is not limited to, the following activities: reviewing, assessing, and compiling public comments; summarizing public comments; supporting coding of comments and entering them into a database that can be used by all appropriate personnel that will be developing or reviewing comment responses; compiling information that will be used to develop responses to comments; and drafting and revising responses. Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

EPA is currently targeting proposed rule publication in December 2019, therefore the comment period will be completed and the majority, if not all, of the comment response work will be completed during this period of performance.

For planning purposes, EPA assumed 2,970 hours for this task.

##### **DELIVERABLES:**

- The contractor shall prepare a summary of significant comments received within two weeks of the close of the public comment period.
- Based on technical direction from EPA, the contractor will be asked to propose a coding scheme for public comments.
- Based on technical direction from EPA, the contractor will be asked to organize all public comments received into a comment response database, or other format agreed upon with EPA. This shall be delivered to EPA within four weeks of EPA's approval of the proposed coding scheme.
- Based on technical direction from EPA, the contractor may be asked to develop responses to comments. Initial draft responses will be outlined and submitted to EPA for approval within 10 days of technical direction. Draft comment responses will be submitted within 10 days of receiving EPA input on draft outlines. Revised comment responses will be submitted within 5 days of receiving EPA comments on the drafts.

#### **TASK 5 – Peak Flows Management Rulemaking Record Support**

The contractor shall continue to support the record development that began under WA 2-11 of contract EP-C-16-003. The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. As needed, the contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the dockets requirements including any electronic docket requirements. This includes

preparation of electronic versions of documents for the agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR quarterly and one month prior to the planned proposed and final rule signature dates. The record documents and index are to be delivered to the WACOR upon completion of the Work Assignment or when requested via written technical direction by the WACOR.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that have been identified by EPA since the proposal.

For planning purposes, EPA assumed 200 hours for this task.

**DELIVERABLES:**

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as request by EPA based on public comments, within 10 days of receiving technical direction from EPA
- The contractor shall submit draft new record items within 15 days of receiving technical direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 5 days of receiving EPA's review comments.

**TASK 6 – General Technical Support for the Peak Flows Management Rulemaking**

Following written technical direction from the WACOR, the contractor shall, from available data or data provided by EPA, assemble information, create and/or modify documents, and perform analyses related to the blending rulemaking. The contractor may support EPA in preparing or gathering data for presentations at conferences, summarizing data to brief management, revising work products previously developed by EPA or its contractors, developing questions and answers or FAQs for publication on EPA's website, attending meetings, or preparing materials and participating in meetings, conferences, and workshops to support EPA's rulemaking effort. The contractor may also produce materials such as reports, brochures, or other presentation materials. Some items (e.g., short documents and/or research efforts) may be required with quick turnaround times of 1-5 days.

For planning purposes, EPA assumed 450 hours for this task consisting of 30 quick turnaround items requiring approximately 8 hours of support and 12 other technical support items requiring approximately 18 hours of support each.

**DELIVERABLES:**

Deliverable schedules will be established through written technical direction.



## **TASK 7 – Integrated Planning Technical Assistance**

During this period of performance, EPA will provide technical assistance to states, communities, and/or EPA permit writers to advance the use of integrated planning in the context of Clean Water Act permitting.

EPA has provided community based technical assistance to several communities to support aspects of integrated planning for wastewater and stormwater management. Draft reports summarizing the results of the technical assistance projects have been developed.

Under this task, the contractor shall assist EPA in developing materials and tools for stakeholders, for EPA outreach efforts, and for EPA's Integrated Planning webpage. All materials that will be posted to EPA's webpage must be made 508 compliant prior to final delivery to EPA. The contractor shall also assist with development of presentation materials about integrated planning, EPA's publications and tools to-date and any new information that EPA generates during this period of performance. The contractor may support EPA's integrated planning efforts by collecting and summarizing policy and permitting data, revising work products previously developed by EPA or its contractors, and developing outreach materials as needed. The contractor may also support local in-person meetings under this task.

For planning purposes EPA assumed 4,553 hours of support for this task.

### **DELIVERABLES:**

The contractor shall deliver draft materials within 15 days of receiving technical direction from EPA and revised materials within 5 days of receiving comments from EPA. Other deliverable schedules will be established through written technical direction.

## **TASK 8 – Integrated Planning Inventory and Report to Congress**

The Water Infrastructure and Improvement Act (WIIA) requires that EPA prepare a Report to Congress on Integrated Planning. This task will support the data compilation and analysis required to support the report, as well as the drafting of the Report to Congress. WIIA describes the Report to Congress as “a report on each integrated plan developed and implemented through a permit, order, or judicial consent decree pursuant to the Federal Water Pollution Control Act since the date of publication of the “Integrated Municipal Stormwater and Wastewater Planning Approach Framework” issued by the Environmental Protection Agency and dated June 5, 2012, including a description of the control measures, levels of control, estimated costs, and compliance schedules for the requirements implemented through such an integrated plan.”

The contractor shall maintain an inventory of Integrated Plans tracking the key information identified in the Act, as well as other data identified by EPA. The Report will rely on this inventory and provide summary level information that is responsive to the requirements that are outlined. The Integrated Planning Inventory was started under WA 2-11 of contract EP-C-16-003, and EPA expects the contractor to build on that inventory and draft the report to Congress under this task.

For planning purposes, EPA assumed approximately 3,250 hours for this task.

#### **DELIVERABLES:**

The contractor shall develop a Report to Congress outline within 10 days of meeting with EPA to discuss the report approach. The contractor shall deliver an initial draft Report to Congress within 20 days of receiving EPA's input on the outline. The contractor shall revise the Report within 10 days of receiving comments from EPA. The contractor can assume three rounds of revisions on the Report to Congress during the POP.

#### **TASK 9 – Developing the Quality Assurance Project Plan (QAPP)**

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

The activities in this work assignment involve gathering, evaluating, analyzing, and otherwise using existing environmental data (also known as “secondary” use of data). EPA has determined that the QAPP prepared and approved under WA 2-11 of contract EP-C-16-003, (“Quality Assurance Project Plan – Support for Peak Flows Management Rulemaking and Integrated Planning”) addresses the QA requirements for this work assignment.

In support of this work assignment, the Contractor shall ensure that the work plan provides enough detail to clearly describe:

- Specific objectives of the project(s) supported by this work assignment, including typical questions that must be answered when collecting and analyzing existing data to support the rulemaking.
- The type of data to be gathered or used under this work assignment to support the project objectives—including data from search engines, federal databases, EPA data bases—as well as a rationale for when those databases are appropriate and what data available in each will support the project
- The quality objectives needed to ensure the data will support the project objectives, and
- The QA/QC activities to be performed to ensure that any results obtained are documented and are of the type, quality, transparency, and reproducibility needed.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

For planning purposes, EPA assumed approximately 16 hours for this task.

**DELIVERABLES:**

Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues and (b) describe any new issues.

**OTHER REQUIREMENTS:**Travel:

Travel to EPA HQ, selected EPA regional offices, state agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and non-local travel shall be approved by the PO prior to travel.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

Section 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. Contractor deliverables that are prepared for EPA's website shall be 508 compliant.

Conference/Meeting Guidelines and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Special Instruction:

The contractor shall follow the Federal Green Policy whenever it is applicable.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-11				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2020			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number                      3			Peak Flows & IP				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 09/16/2019 To 06/30/2020					
Comments: Please see the attached PWS Amendment 000001. A work plan/cost estimate is not required.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$962,000.00				LOE: 15,034				
07/01/2016 To 06/30/2020										
This Action:		\$0.00				0				
Total:		\$962,000.00				15,034				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee				LOE:				
Cumulative Approved:		Cost/Fee \$1,588,299.00				LOE: 15,034				
Work Assignment Manager Name Lisa Biddle						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-566-0350				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Tammy Adams						Branch/Mail Code:				
<b>TAMMY ADAMS</b> (Signature)                      Digitally signed by TAMMY ADAMS Date: 2019.09.16 14:04:27 -04'00'                      (Date)						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 3-11  
Amendment 000001**

**TITLE:** Support for Peak Flows Management Rulemaking and Integrated Planning

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Lisa Biddle  
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[biddle.lisa@epa.gov](mailto:biddle.lisa@epa.gov)

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):**

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Robyn DeYoung  
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**PERIOD OF PERFORMANCE:** Date of Issuance through June 30, 2020

This amendment is issued to add another Alternate Work Assignment Contracting Officer's Representative. All other terms and conditions remain the same.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-12				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Decentralized Wastewater				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2019 To 06/30/2020				
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				1,055						
Total:				1,055						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Zachary Lowenstein						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-0360				
						FAX Number:				
Project Officer Name    Tangela Cooper						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Tammy Adams						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2030				
						FAX Number:				

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 3-12**

**TITLE:** Technical Support to EPA Office of Wastewater Management's (OWM) Decentralized Wastewater Program

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

<b>Name:</b> Zachary Lowenstein <b>Phone:</b> (202) 564-0360 <b>Fax:</b> (202) 501-2397 <a href="mailto:lowenstein.zachary@epa.gov">lowenstein.zachary@epa.gov</a>	<b><u>USPS Mailing Address</u></b> U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460-0001	<b><u>Courier Address</u></b> U.S. EPA Office of Wastewater Management WJC East Building Room #7225D 1201 Constitution Avenue, NW Washington, D.C. 20004
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVES (AWACORs):**

<b>Name:</b> Gajindar Singh <b>Phone:</b> (202) 564-0634 <b>Fax:</b> (202) 501-2397 <a href="mailto:singh.gajindar@epa.gov">singh.gajindar@epa.gov</a>	U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460- 0001	U.S. EPA Office of Wastewater Management WJC East Building Room #7213E 1201 Constitution Avenue, NW Washington, D.C. 20004
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**PERIOD OF PERFORMANCE:** July 1, 2019 through June 30, 2020.

**ESTIMATED LEVEL OF EFFORT :** 1055 hours

**BACKGROUND:** Communities across the U.S., large and small, rural and urban, face significant water quality and public health problems from onsite/decentralized wastewater systems (commonly called septic systems). One of the greatest challenges that small and rural communities face is the improper operation and maintenance of septic systems and their alternatives, leading to system malfunctions. In 1997, EPA published a "*Response to Congress on the Use of Decentralized Wastewater Treatment Systems*." EPA concluded that these systems can provide protection of the environment and public health at lower costs and are suitable for differing site conditions and ecologically sensitive areas. Several major impediments were observed for improving the system's acceptance, such as lack of awareness and public misperception of decentralized systems. Approximately 20 percent of all U.S. households (or 1 in 5 homes) and 16 percent of new housing units are served by individual decentralized systems, according to the 2015 US Census Bureau's American Housing Survey (AHS). About half of the existing decentralized systems are more than 30 years old, also per the AHS. The population is increasing and shifting geographically in areas that are least prepared to meet the demand. Protecting and preserving the nation's water infrastructure is critical to our economic future, human health and

fulfilling the mandates of the Clean Water Act (CWA). Decentralized wastewater systems can be protective of public health and water quality if they are properly planned, sited, designed, installed and maintained.

EPA issued a Program Strategy for the Decentralized Wastewater Program on January 12, 2005 for improving the performance of decentralized wastewater treatment systems. This strategy identifies EPA's vision, mission and actions to improve the performance of decentralized wastewater treatment systems. One of the components of the Program Strategy is a Memorandum of Understanding (MOU) between EPA and organizations involved in managing decentralized wastewater systems. The MOU is intended to upgrade the professionalism within the industry and facilitate collaboration between EPA, state and local governments, and national organizations representing practitioners in this area, leading towards efforts to improve system performance and education of the users of these systems.

The original MOU was created in 2005 to improve the overall performance and management of decentralized systems through facilitated collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this industry. The MOU was renewed for the fourth time in November 2017, with the total number of MOU Partners at 18. These MOU partners have effectively worked together to facilitate information exchange on system technology, collaborate on training efforts, promote public awareness on septic system care and maintenance, and produce materials on decentralized systems.

**PURPOSE AND OBJECTIVE:** The focus of this work is to provide technical support for the program activities associated with OWM's Decentralized Wastewater Program. Specifically, the contractor shall provide support to: facilitate collaboration and communication between EPA and the partner organizations of the Memorandum of Understanding (MOU) involved in managing decentralized wastewater systems (commonly referred to as septic systems); plan, prepare and develop marketing materials, schedules and activities for SepticSmart Week 2019 and 2020; provide graphic and editing support on draft EPA documents such as the Decentralized Demonstration Project Compendium; provide strategic support to EPA and its partners as they develop and execute a workplan to achieve the Partners 2017-2020 Priority Goals; and support the other activities and goals of EPA's Decentralized Program Strategy. This project supports the Clean Water Act (CWA) and is funded by the Office of Water, Office of Wastewater Management, Water Infrastructure Division, Sustainable Communities and Infrastructure Branch.

## **SCOPE OF WORK**

The WACOR expects that the contractor shall perform routine facilitation and support tasks for the EPA Decentralized Wastewater MOU Partnership. Examples of these tasks include, but are not limited to: developing agendas and scheduling for conference calls and meetings with partners and EPA staff; planning discussions between EPA staff and partnership members; facilitating conference calls, meetings or webinars; distributing materials needed for conference call meetings and webinars; coordinating presentations for conference calls, meetings or webinars; providing updates of informational materials based on partner or EPA staff input; maintaining and updating a contact list of MOU partner contacts; preparing summaries of conference calls and meetings, including identification of next steps, assignments, decisions made and schedules; identifying updated materials to add to EPA's website or providing suggestions on location and display of information on EPA's website; performing research, collation and/or compilation of data and information for fact sheets, position papers or brochures; data and information analysis for papers and presentations; writing and editing drafts of papers and presentations, including developing graphics, formatting and graphic design; and maintaining partnership communication materials such as event calendars, input for newsletters and designing materials for display on partners websites. Further clarification to any of the below tasks will be provided by the WACOR via written technical direction to the contractor.



## **TASK 0: WORK ASSIGNMENT MANAGEMENT**

The contractor shall develop a Work Plan that describes the technical approach that will be used to accomplish the specific tasks listed below.

The monthly progress report should include implementation plan(s); issues encountered, and lessons learned regarding the progress of all tasks; progress made as listed by individual task; expenditures and hours expended by task.

A kick-off meeting will be scheduled for the contractor to meet with the WACOR and other OWM project personnel to discuss goals to accomplish the work assignment. The WACOR will provide material at this meeting on the Decentralized Program and the partner organizations involved in the MOU. The contractor shall schedule all personnel who shall participate in the project to this “kick-off” meeting via conference call, within five (5) business days after the work assignment is issued.

The contractor shall submit a work plan in accordance with the requirements of this contract. The work plan shall include outline of quality assurance/quality control procedures for deliverables.

The prime contractor shall be responsible for oversight of deliverables on this Work Assignment and shall be responsible for transmission of monthly reports and invoices as required by the contract.

**Deliverables:** Work plan describing planned activities and monthly progress reports in accordance with contract requirements.

## **TASK 1: Facilitation**

The contractor shall facilitate all plenary sessions, subcommittees, workgroups, conference calls or web communications meetings. As facilitator, the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible--towards the goal of the process.

The contractor shall not interpret EPA policy on behalf of the EPA or make decisions on items of policy, regulation or statutes. The contractor shall provide or arrange for the participation of subject matter specialists, panelists or presenters necessary to the goal of the project. In reaching out to these outside parties, the contractor shall identify themselves as contractors to EPA and not as EPA employees.

As requested by the WACOR, the contractor shall participate in a post-process debriefing with EPA officials, including the CL-COR, WACOR and relevant EPA management, to discuss lessons learned and next steps.

**Deliverables:** Meeting notes five (5) business days after each meeting or call.

## **TASK 2: Meetings and Conference Calls**

### ***Subtask 2A: Decentralized MOU Partnership***

The contractor shall attend and conduct regularly scheduled conference calls (up to six (6) annually, ranging from one to two hours in length) of the full Decentralized MOU Partnership, which includes developing

agendas based on partner input, facilitating discussions during the meeting, developing and distributing meeting minutes, and keeping partner representatives engaged. The contractor shall follow up on identified action items following the meeting or conference call to ensure all appropriate actions are taken within a reasonable time frame. The contractor shall complete a draft of the meeting summary notes within five (5) business days for EPA review. **Meeting notes, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

The contractor shall communicate in person, by phone or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the next meeting. The contractor shall keep confidential that information which parties specify as confidential.

**Deliverables:** The contractor shall provide a draft agenda for the MOU Partnership conference call two weeks prior to the meeting, and a final agenda one week prior to the meeting. The contractor shall provide draft meeting summary notes five (5) business days after meeting has completed.

### ***Subtask 2B: Team Conference Calls***

The contractor shall attend weekly team conference calls with the WACOR and other EPA staff as appropriate. No weekly phone calls will be required in weeks of no substantive work as determined by WACOR. The contractor shall prepare an agenda, including a list of ongoing action items to EPA one (1) day prior to the weekly call.

**Deliverables:** The contractor shall send action items from weekly team conference calls/ meetings via email within two (2) business days after each call/meeting. The action items will identify the product/deliverable, date delivered to EPA, due date (if applicable) and next steps.

## **TASK 3: Product Development**

The contractor shall support the development of 4 to 6 products identified via written technical direction from the WACOR, which may include, but are not limited to, videos, fact sheets, case studies, summaries, gap analyses, data visualizations, infographics, position papers, articles, etc. by drafting material and obtaining comments on draft documents. **All products, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

**Deliverables:** The contractor shall develop up to two drafts and one final draft with input from all partners for each of the developed products. The contractor shall ensure that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

### ***Subtask 3A: Product Management***

The contractor shall also identify ways to improve product management, including the development of templates, charts and reports to improve operations and centralized storage of developed materials. The contractor shall assist with the organization of products on EPA's Decentralized Program Folder on the SharePoint site, including organization of current products, SepticSmart Week products, and historical documents developed by the contractor, EPA staff, MOU Partners and workgroups. The contractor has access to this SharePoint site.

**Deliverables:** For all new products, the contractor shall develop up to two drafts and one final draft with input from the WACOR and EPA's Decentralized team. The contractor shall ensure that all final deliverable materials

will be 508-compliant and meet the respective OPA guidelines, as appropriate. The contractor shall provide weekly updates to WACOR as appropriate.

#### **TASK 4: Webcast Series**

The contractor shall support the development, scheduling, and presentation of quarterly webinars (up to four per year) identified in written technical direction from the WACOR and shall collect, develop and distribute related materials to be determined by the partners. As requested by the WACOR, the contractor may be requested to make existing pre-recorded webinars 508-compliant (typically providing closed captioning).

**Deliverables:** The contractor shall record each webinar and provide the appropriate 508-compliant files for the webinar to be made available on the EPA website. The contractor shall ensure that all final deliverable materials will meet the respective OPA guidelines, as appropriate. The contractor shall send all final webinar materials to WACOR within seven (7) business days of webinar.

#### **TASK 5: Workgroups for MOU Partnership Priorities**

The WACOR will provide the contractor with written technical direction to initiate support to workgroups on the five (5) Decentralized MOU Partnership priorities. The contractor shall attend and participate in the scheduled conference calls for the (5) workgroups. The agendas and actions of the calls will be directed by the leads for each workgroup. The contractor shall coordinate with the lead person for each workgroup to encourage forward progress, keep track of actions items and provide and communicate milestones to each lead, the respective workgroup members and the WACOR. The contractor shall perform support to the workgroup on specific tasks and actions, per consultation and a request via written technical direction from the WACOR.

**Deliverables:** The contractor shall provide conference call meeting summary notes five (5) business days after each meeting has completed.

#### **TASK 6: Key Partners**

In consultation with the WACOR, the contractor shall contact key MOU partners and affiliates or new organizations to discuss the technical or substantive issues involved in preparing for the MOU or Workgroup meetings, timing, schedule, and other parties potentially involved. The contractor may distribute background information provided by the WACOR on the issues or process.

**Deliverables:** The contractor shall provide weekly updates to the WACOR as appropriate.

#### **TASK 7: SepticSmart Week 2019 & 2020**

The contractor shall support the planning and tracking of metrics for SepticSmart Week. Support encompasses preparation, development, and marketing of outreach materials, including graphics, for the SepticSmart program and SepticSmart Week, September 16-20, 2019. Materials include, but are not limited to, tracking sheets, PowerPoint presentations, brochures, factsheets, user guides, PSAs, articles, curriculum, videos, press releases, etc. The WACOR will provide technical direction outlining the exact documents to be developed by the contractor. The contractor shall identify expert content from the <https://www.epa.gov/septic> website and shall work with the WACOR to identify or create new content for use in the SepticSmart Week materials. The contractor shall review previous SepticSmart materials and provide recommendations and ideas for creating new products to the WACOR. The contractor shall assist in content design and development along with the WACOR, which may include planning materials or concepts for SepticSmart Week 2020.

**Deliverables:** The contractor shall develop up to two drafts and one final draft for each SepticSmart Week product. It is expected that all final deliverable materials shall be 508-compliant and meet the respective OPA guidelines, as appropriate.

#### **TASK 8: Decentralized Demonstration Project Compendium**

The contractor shall support the preparation and development of this compendium document, including graphic design, and document formatting. The contractor shall ensure that these materials are 508-compliant, to be posted on EPA's website. The WACOR will provide the contractor with written technical direction to initiate support for the compendium. The final product will be approximately 60 pages in length and include graphics, images and/or other illustrations. EPA will provide the contractor with the content for the compendium document. The contractor shall produce a final product that is consistent in layout, color and design for each of the individual project descriptions that are part of the Compendium.

**Deliverables:** The contractor shall develop up to two drafts and one final draft. The contractor shall provide a minimum number of copies in print. The contractor shall ensure that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

#### **TASK 9: Voluntary Management Guidelines Update**

The contractor shall support the preparation and development of an updated version of the 2003 *Voluntary National Guidelines for Management of Onsite and Clustered (Decentralized) Wastewater Treatment Systems*, including content (such as case studies), graphic design, and document formatting. The contractor shall ensure that any final product is made 508-compliant to be posted on EPA's website. The contractor shall develop the updated management guidelines in either Microsoft Word or Adobe InDesign format, in consultation with and per request from the WACOR. The WACOR will provide the contractor with written technical direction to initiate support for the updated guidelines document. The final product will be approximately 60-100 pages in length and include graphics, images and/or other illustrations. EPA will provide the contractor with the content for the document.

**All products, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

**Deliverables:** The contractor shall develop up to two drafts and one final draft. It is expected that all final deliverable materials shall be 508-compliant and meet the respective OPA guidelines, as appropriate.

#### **TASK 10: Assistance with Decentralized Technology Clearinghouse**

The contractor shall research decentralized wastewater technologies to include in a technology clearinghouse. This may entail research at the state level to determine which technologies are approved for use in each state. The product shall be sorted by technology types (i.e. pretreatment, nutrient removal, etc). The WACOR will provide the contractor with written technical direction to initiate support for the decentralized technology clearinghouse. The final product will be located online in a centralized clearinghouse or webpage.

**All products, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

**Deliverables:** The contractor shall develop up to two drafts and one final draft. It is expected that all final deliverable materials shall be 508-compliant and meet the respective OPA guidelines, as appropriate.

## DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

The contractor shall send EPA all reports in accordance with the terms of the basic contract and the schedule set out below. The contractor shall provide a work plan within the schedule provided in the basic contract and set out below.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the CL-COR and the WACOR listed below. If oral briefings are scheduled for EPA staff, the CL-COR shall be notified in time to attend.

All reports shall be provided first in draft form. **The contractor is expected to thoroughly review all products, including drafts, for punctuation, grammar, spelling, completeness, etc. prior to EPA review.**

Upon receipt of comments from the CL-COR and WACOR, the contractor shall revise the report or deliverable and distribute final copies as stated in the Scope of Work.

Submission dates for transmittals and deliverables may be changed via written technical direction from the WACOR.

For all tasks, the contractor will provide all source files, original images and content in the appropriate software format to EPA with final deliverables. All file deliverables, both draft and final, shall be in EPA accessible software. The contractor shall print certain materials as requested by the WACOR, under definition of “desktop publishing” (definition from 48 CFR §1552.208-70). The contractor must be familiar with the EPA's Office of Public Affairs (OPA) guidelines, standards, best practices, technical requirements for website design and publications and all deliverables should comply. OPA’s guidelines can be found at: <https://www.epa.gov/webguide>.

### Schedule:

Task	Item	Due No Later Than	Type
0	Work Plan	Per contract requirements	Deliverable
0	Monthly Progress Report	Per contract requirements	Deliverable
1	Meeting notes	5 days after meeting	Deliverable
2A	Draft Meeting Agenda	2 weeks before meeting	Transmittal
2A	Final Meeting Agenda	1 week before meeting	Transmittal
2A	Meeting Handouts	Per WACOR via technical direction (TD)	Transmittal
2A	Draft MOU Partner Meeting Notes	5 days after meeting	Transmittal
2A	Final MOU Partner Meeting Notes	5 days after receipt of WACOR comment	Deliverable
2B	Action Items after Team Calls	2 days after call	Transmittal
3	Partnership working documents	Per WACOR via TD	Transmittal
3	Other Partnership documents	Per WACOR via TD	Transmittal
4	Final webcast materials	7 days after webinar has aired	Deliverable
5	Workgroup call notes for MOU Priorities	5 days after meeting	Transmittal

7	Draft SepticSmart Week materials	Per WACOR via TD	Transmittal
7	Final SepticSmart Week materials	Per WACOR via TD	Deliverable
8	Draft Decentralized Demo Project Compendium	Per WACOR via TD	Transmittal
8	Final Decentralized Demo Project Compendium	Per WACOR via TD	Deliverable
9	Draft Management Guidelines	Per WACOR via TD	Transmittal
9	Final Management Guidelines	Per WACOR via TD	Deliverable
10	Draft Decentralized Technology Research Product	Per WACOR via TD	Transmittal
10	Final Decentralized Technology Research Product	Per WACOR via TD	Deliverable

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

### **ANTICIPATED TRAVEL REQUIREMENTS**

All non-local travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract. Limited local travel for meetings is expected.

### **ADDITIONAL REQUIREMENTS:**

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the WACOR and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem.

### **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

### **CONTROL REQUIREMENTS**

#### Quality Assurance Surveillance Plan (QASP)

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

#### Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection



Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential, and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

#### Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

#### Conference/Meeting Guidelines and Limitations

The Contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-13				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Clean Watersheds Needs Survey				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW Tasks 3, 6, 7, 8, 10, and 12					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/17/2019 To 06/30/2020				
Comments: In accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				3,350						
Total:				3,350						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Joshua Klein  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8616 FAX Number:				
Project Officer Name Tangela Cooper  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:				



**PERFORMANCE WORK STATEMENT**  
**CONTRACT: EP-C-16-003**  
**WORK ASSIGNMENT 3-13**  
**Anticipated Level of Effort (LOE): 3,350 Hours**

**A. TITLE:** Clean Watersheds Needs Survey Support (CWNS)

**B. PERIOD OF PERFORMANCE:** Date of Issuance through June 30, 2020

**C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

<b>Joshua Klein</b> Phone: (202) 564-8616 Fax: (202) 501-2403 Klein.joshua@epa.gov	<b><u>USPS Mailing Address</u></b> State Revolving Fund Branch 1200 Pennsylvania Ave., NW Mail Code 4204M Washington, DC 20460	<b><u>Courier Address</u></b> William Jefferson Clinton East Building 1201 Constitution Ave., NW Room 7309J Washington, DC 20004
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**EPA ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (ALTERNATE WACOR):**

<b>Frances Josephs</b> Phone: (202) 564-9541 Fax: (202) 501-2403 Josephs.frances@epa.gov	<b><u>USPS Mailing Address</u></b> State Revolving Fund Branch 1200 Pennsylvania Ave., NW Mail Code 4204M Washington, DC 20460	<b><u>Courier Address</u></b> William Jefferson Clinton East Building 1201 Constitution Ave., NW Room 7309F Washington, DC 20004
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**D. TASKS**

**Background:**

The Environmental Protection Agency (EPA), in partnership with states, territories and the District of Columbia, conducts the Clean Watersheds Needs Survey (CWNS) every four years. Congress requires the EPA to conduct the CWNS under sections 516(b)(1)(B) of the Clean Water Act (CWA). The CWNS is a comprehensive assessment of the capital costs (or needs) to meet the water quality goals of the CWA and address water quality and water quality related public health concerns. Every four years, the states and the EPA collect information about: publicly owned wastewater collection and treatment facilities; stormwater and combined sewer overflows control facilities; nonpoint source pollution control projects; and decentralized wastewater management. The EPA collects information about these facilities and projects including: estimated needs to address water quality or water quality related public health problems; location and contact information for facilities and projects; facility populations served, flow, effluent, and unit process information; and nonpoint source pollution control best management practices. The EPA documents national and state needs in a Report to Congress

used by Congress and state legislatures in their budgeting efforts. Additional background information is available at <https://www.epa.gov/cwns>.

This work assignment will provide technical and administrative contract support to plan for and undertake the next CWNS data collection (to be initiated in 2022), develop the 2022 CWNS Report to Congress and support its eventual public release, and the contractor shall provide technical support to the EPA under the tasks described below.

The requirements include the collection of secondary environmental measurements; therefore, a Quality Assurance Project Plan (QAPP) is required.

### **Task 1. Support for planning for next CWNS data collection**

The contractor shall support planning for the next CWNS by providing expert participation in discussions about CWNS eligibility, documentation rules, data entry requirements, data review, and data entry system requirements. This will include interaction with the IT system contractor on engineering/technical data needs and approaches during the development of the data entry portal.

#### Task 1 Deliverables:

1. Participation in and development of materials for the CWNS planning sessions as requested by the EPA.
2. Participation in and development of materials for the CWNS IT system development as requested by the EPA.

### **Task 2. Draft CWNS Information Collection Request (ICR)**

The 2022 CWNS ICR is deemed a new data collection, as the previously approved ICR from 2012 CWNS expired without renewal. The EPA anticipates the Office of Management and Budget (OMB) will request multiple revisions to the submittal prior to approval. Consistent with the Paperwork Reduction Act and current Agency guidance on ICRs, the contractor shall draft a new CWNS ICR based on analysis of current scoping and shall incorporate any revisions requested by OMB. This may include the contractor updating information collection activities and estimates of associated burden and cost and all necessary supporting statements and documentation. Work to complete this ICR will commence in late 2019 and is dependent on the outcome of Task 3.

#### Task 2 Deliverables:

1. Complete draft CWNS ICR for submittal to OMB for approval.

2. Draft revisions to the CWNS ICR in Microsoft Word with changes tracked via track changes within 5 business days of response from EPA WACOR.

### **Task 3. Analysis of CWNS Data Collection and Data Review Process**

The contractor shall provide analysis of the potential impacts (e.g., time to complete review, data quality, burden on states, feasibility of implementation) of changing the data collection process for the next CWNS. The contractor shall review the previous process to ensure familiarity and recommend any necessary changes to the process such as simplifying cost models for certain types of facilities (versus complete data collection), updating cost models, and any other cost or level of effort reduction efforts. With input from the EPA, the contractor shall develop potential methodological options for revamping the CWNS data collection and data review process.

#### Task 3 Deliverables:

1. Review previous CWNS process to ensure familiarity and recommend in writing any necessary changes to the process.
2. For each potential change, a written assessment of the potential impacts the change would have for CWNS within 30 days of developing the list of options.

### **Task 4. Participation in Work Group and Subcommittee meetings**

The Contractor shall participate in calls with the Work Group and any Subcommittees. The contractor shall provide draft materials for discussion at the calls at the request of the EPA.

Workgroup calls will occur monthly for 1.5 hours. Subcommittee calls may occur bi-weekly for 1 to 1.5 hours. The EPA estimates the Work Group and Subcommittees will form in late 2019 and continue through the end of contract period. For planning purposes, the contractor should assume it will take notes and develop the minutes for each call.

#### Task 4 Deliverables:

1. Participation at each call.
2. As requested by the EPA, provide meeting materials 2 business days prior to call.

## **E. SCHEDULE OF BENCHMARKS & DELIVERABLES:**

<b>Task</b>	<b>Item</b>	<b>Deliverable</b>	<b>Draft Date</b>	<b>Final Date</b>
Task 1	Support for planning for the next CWNS data collection	1. Participation in and development of materials for the CWNS planning sessions as requested by the EPA 2. Participation in and development of materials for the CWNS IT system development as requested by the EPA		Within 10 business days of written technical direction from EPA
Task 2	Draft the CWNS Information Collection Request (ICR)	1. Complete the draft CWNS ICR for submittal to the OMB for approval. 2. Draft revisions to the CWNS ICR in Microsoft Word with changed track via track changes within 5 business days of response from EPA WACOR.	To Be Determined (TBD)	
Task 3	Analysis of CWNS Data Collection and Data Review Process	1. Review previous CWNS process to ensure familiarity and recommend in writing any necessary changes to the process. 2. For each potential option, a written assessment of the potential impacts the change would have for CWNS within 30 days of developing the list of options	Within 60 days of date of WA issuance.  Within 30 days of developing the list of options.	
Task 4	Participation in Work Group and Subcommittee meetings	1. Participation at each call. 3. As requested by the EPA, provide meeting materials		Participation on calls: As scheduled by the EPA  Meeting materials: 2 business days prior to call.

## **F. REPORTING**

See contract clause F.2, F.3, and J.2 “List of Attachments, Number 2 - Reports of Work”.

## **G. TRAVEL**

See contract clause H.34.

## **H. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative.

The Contractor shall refer any questions relating to the interpretation of the EPA policy, guidance, or regulation to the EPA WACOR.

## **I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS**

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by the EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**J. QUALITY ASSURANCE PROJECT PLAN (QAPP):**

This effort does require a project specific quality assurance project plan (PQAPP). QA reports will be required with each final report that is delivered and with each model that is delivered.

**Note:** The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-14				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name eNOI				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2019 To 06/30/2020				
Comments: Work shall not start and cost cannot incur until July 1, 2019. On July 1, 2019, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2021    Cost/Fee:    LOE:										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name Jackie Clark  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-6582 FAX Number:			
Project Officer Name Tangela Cooper  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 3-14**

**TITLE:** Performance Measures Tracking, Data Analysis, and Operations and Maintenance of Electronic Notice of Intent (eNOI) System

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

<b>Jacqueline M. Carroll Clark</b> <b>Phone:</b> 202-564-6582 <b>Fax:</b> 202-564-9544 <a href="mailto:clark.jackie@epa.gov">clark.jackie@epa.gov</a>	<b><u>USPS Mailing Address</u></b> Mail Code 4203M 1200 Pennsylvania Ave Washington, D.C. 20460	<b><u>Courier Address</u></b> 1201 Constitution Ave Washington, D.C. 20004
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S  
REPRESENTATIVE (ALTERNATE WACOR):**

<b>Susanna Bains</b> <b>Phone:</b> 202-564-2047 <b>Fax:</b> 202-564-9544 <a href="mailto:bains.susanna@epa.gov">bains.susanna@epa.gov</a>	<b><u>USPS Mailing Address</u></b> Mail Code 4203M 1200 Pennsylvania Ave Washington, D.C. 20460	<b><u>Courier Address</u></b> 1201 Constitution Ave Washington, D.C. 20004
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**PERIOD OF PERFORMANCE:** July 1, 2019 through June 30, 2020

**BACKGROUND:** The Environmental Protection Agency (EPA) is responsible for development and implementation of the National Pollutant Discharge Elimination System (NPDES) permits program. This program regulates point source discharges of pollutants to surface waters of the United States. In most states and one territory, responsibility is held by authorized State and Territorial governments. EPA is the permitting authority in 3 states (Massachusetts, New Hampshire, and New Mexico), portions of the program in Idaho as it transitions to state authority, most U.S. territories, Indian Country, and for some federal facilities and other unique situations.

Permitting authorities issue individual and general permits for discharges to waters of the United States and these permits implement the requirements of the NPDES Program along with other applicable laws and regulations.

The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for implementation and oversight of the NPDES permits program. Some of WPD's

oversight functions include tracking the status of permits and developing management tools.

The NPDES Electronic Notice of Intent (eNOI) System is an online electronic permit application system that allows operators to apply for and terminate coverage under EPA NPDES general permits and submit other required reports. Historically, eNOI has supported the Construction General Permit (CGP), the Pesticides General Permit (PGP), the Multi-Sector General Permit (MSGP), and the Vessel General Permit (VGP), but currently only still supports the PGP.

Also, in 1998, the Office of the Inspector General (OIG) identified the backlog of NPDES permits as a management weakness. One of the key problems facing EPA was the lack of reliable information in its Permit Compliance System (PCS) on the numbers of facilities. Starting in late 1998, EPA began tracking the universe of individual permits and their status using PCS and continues to track permit status as part of its oversight activities. In 2013, the transition of all states to a new database, the Integrated Compliance Information System (ICIS-NPDES), was completed. However, because ICIS-NPDES still lacks a complete universe of permittees, particularly general permit covered facilities, and cannot easily identify tribal permits, EPA has used the Permit Management Oversight System (PMOS) to manage these data. While PMOS will likely have been decommissioned by the start of this period of performance, a separate list of tribal and general permits will be maintained by EPA in a separate format that will continue to need periodic updates until this information is available in ICIS-NPDES.

Both eNOI and general permit data are made available through search tools on EPA's website that provide transparency to these data that may not be available in any other capacity on a nationwide basis.

Currently, EPA is also focusing on improving permit timeliness through Lean events and associated follow up, including data analyses and new performance measures examining the status and lead time for permit applications, NOIs, modifications, and certain steps in the permit issuance process.

EPA requests contractor support to help track and analyze the data used to characterize the health of the NPDES program, including but not limited to the management of eNOI, general and tribal permit data, and the associated public search tools, as described above.

**PURPOSE AND OBJECTIVE:** During the period of performance, the contractor, under this Work Assignment, will provide services in the following areas:

1. Use information provided by the WACOR and available online to update general and tribal permit information in Excel or other formats as determined by the WACOR
2. Provide ad hoc support related to permit tracking activities
3. Perform ad hoc data analyses
4. Maintain and Update eNOI Processing Systems
5. Provide Region, State and Public Access to Permit Documents and Assist with Data Requests



6. Maintain and, if necessary, develop and distribute new training tools for EPA eNOI System Users
7. Provide User Support (email and telephone) for the eNOI System
8. Support paper processing of reports for entry into the eNOI System
9. Maintain public search tools for eNOI

## **SCOPE OF WORK**

### **TASK 0: WORK ASSIGNMENT MANAGEMENT**

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Contracting Officer's Representative (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s), issues encountered, and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

**Deliverables:** The contractor shall report progress in accordance with Contract Reporting Requirements.

### **TASK 1: Permit Data Tracking and Data Reports**

The contractor shall provide support on a quarterly basis to ensure that EPA's NPDES general permit data are complete and accurate, based on the data from states and EPA Regions, as well as data from ICIS-NPDES provided by the WACOR and information available on state and EPA websites. The data to be updated shall include basic permit information, such as state, Region, NPDES ID, permit name, link to permit documents where available online and associated metadata, estimated number of facilities covered, permit status, permit dates (issuance, effective, expiration), permit category, tribal or non-tribal status, permitting authority, and other basic permit information specified by the WACOR.

The contractor shall also provide updates to EPA's list of tribal NPDES permits with basic identifying and status information on an as needed basis using data provided by EPA Regions, the WACOR, and available online.

The contractor shall provide ad hoc reports related to permit status tracking (for example, numbers of "backlogged" permits and total permit universe numbers by state), as requested by the WACOR.

The contractor shall provide technical support related to additional ad hoc data analysis requests,

as needed, including those related to the NPDES Lean effort.

The contractor shall generate and update reports in accordance with the deliverable schedule below. For planning purposes, the Contractor shall assume up to two requests for updates to the tribal permit list, two ad hoc reports related to permit status tracking, and up to two additional ad hoc requests during the period of performance.

All reports and corresponding data shall be provided in Excel format to the WACOR, unless otherwise specified in the technical directive from the WACOR.

**Deliverables:** The contractor shall provide deliverables according to the schedule in the table below:

Deliverables		Due Date
1	Quarterly updates to general permit data	Within 10 business days of request by WACOR
2	Ad hoc updates to tribal permit data	Within 5 business days of request by WACOR
3	Ad hoc reports for permit status tracking and other support	Within 5 business days of request by WACOR
4	Ad hoc reports for additional unanticipated needs, such as those related to Lean efforts	Within 5 business days of request by WACOR

## **TASK 2: eNOI CUSTOMER SUPPORT AND PAPER PROCESSING**

The contractor shall provide customer support for processing and submitting required reports into the eNOI system. The contractor shall also provide user support as described below for answering eNOI system-related and administrative questions from both the regulated and regulatory communities.

The contractor shall defer all regulatory and policy questions to the WACOR. The contractor shall keep the WACOR informed of the questions the contractor is addressing in a timely manner. The contractor shall also perform checks to meet a goal of entering all paper forms received into the electronic system within 3 days of receipt (and no more than 1 week during 1peak times) and checking for any data errors.

### **Customer and NOI Call Center Support**

The contractor shall answer calls between 9:00am and 5:00pm EST, Monday through Friday. The contractor shall provide a messaging service for voicemails of calls received after 5:00pm EST, Monday through Friday or on weekends, as well as for calls made when all call center representatives are on the line and/or not able to pick up. The contractor shall return voicemails within 1 business day to the extent possible. The contractor shall customize voicemail messages

at the WACOR's request to provide additional user guidance and/or to incorporate short term changes in processes and service.

### **Incoming and Outgoing Email Support**

The contractor shall respond to emails within the order of receipt and within no more than 3 business days. The email and technical support provided by the contractor is regulatory, and all support information provided in email by the contractor shall come from approved support documentation developed by the contractor and approved by EPA.

### **Data Requests**

The contractor shall ensure that NPDES permittee data is accessible to EPA Headquarters, EPA Regions, and states. Permittee data shall be available in both print and electronic form. The contractor shall respond to EPA Headquarters, EPA Regions, and states' data requests for NPDES permittee data, annual and ad hoc reports, and DMRs in a timely manner.

The contractor shall prepare and transmit NPDES permittee data in response to requests from the WACOR, which may be in response to Freedom of Information Act (FOIA) or other types of requests.

### **Paper NOI Processing**

The contractor shall provide support to process and enter paper forms including NOIs, NOTs, and monitoring reports into the eNOI system. The contractor shall defer all regulatory or policy decision questions to the WACOR. The contractor shall keep the WACOR informed of the questions the contractor is addressing in a timely manner. The contractor shall also perform checks to ensure that all paper forms received have been entered into the electronic system within 3 days of receipt (no more than 1 week during peak times) and checking for any data errors.

### **QA/QC of Paper Processing Systems and Call Center**

The contractor shall conduct Quality Assurance and Quality Control of the eNOI system and paper processing system. The eNOI and NOI processing QA/QC procedures are outlined in the QA/QC manual chapter, which entail running data validation reports to quickly identify and remedy any system-wide errors. The contractor shall develop and revise automated data validation queries to the system as needed. Automated data validation queries will verify data issues within the system. The contractor shall notify the WACOR immediately if data errors are identified and to correct the error. The contractor shall meet weekly to review any outstanding items in the NOI processing center and ensure that all paper processing is being completed on time and any forms or customer requests are discussed by the entire team and management to ensure that the service being provided is consistent and accurate.

<b>Deliverables</b>		<b>Due Date</b>
1	eNOI Data Requests	As specified in technical direction from WACOR
2	Ad hoc customer support for eNOI, including response to calls and emails, as well as processing of paper forms	Within 3 days of receipt (no more than 1 week during peak times)

### **TASK 3 - MAINTENANCE AND OPERATION OF eNOI SYSTEMS AND ADVANCED PUBLIC SEARCH TOOLS**

#### **Subtask 3a – eNOI System Maintenance and Operation**

The contractor shall perform minimal application enhancements and maintenance to the 2016 Pesticide General Permit eNOI system consistent with EPA’s National Computing Center (NCC) guidance and technical standards and its system requirements. The contractor development team shall communicate with the NOI Processing Center to identify inconsistencies in the functionality of the application and shall investigate each reported issue. The investigation of the issue shall result in proper documentation, application testing in staging and/or production environments, code refactoring and an application release.

The contractor shall provide support for the maintenance of previous CGP, MSGP, PGP, and VGP applications and associated components in the eNOI legacy system and will notify the WACOR of any outstanding issues requires attention to address a system user need. The contractor shall take action to address any issue as requested by the WACOR.

#### **Subtask 3b – Maintenance of System Tools**

The contractor shall continue basic maintenance of existing MSGP, PGP, CGP, VGP, and General Permit Inventory Advanced Public Search tools until otherwise instructed by the WACOR. The contractor shall notify the WACOR of any reported issues with any of these tools and take action to address these issues as requested by the WACOR. Any necessary modifications shall result in proper documentation, application testing in staging and/or production environments, code refactoring, and an application release, as appropriate.

#### **Subtask 3c – Data Maintenance of EPA Permits in the eNOI System**

The contractor shall perform data-related maintenance in the current eNOI system to ensure proper operation and functionality. This type of maintenance will resolve data inconsistencies or any type of issues in the database that affects proper operation of eNOI functionalities as reported by users. This also includes uploading any DMRs and Annual Reports into the Advanced Public Search tool. The contractor shall handle all data-related maintenance issues, including the tracking and prioritization of bugs and errors. The contractor shall report bugs and

error fixes to the WACOR within 3 business days of identification of a bug and shall provide technical feedback on the fixes in the issue tracking system.

### **Subtask 3d - Pesticide General Permit PGP Data Analysis**

The contractor shall prepare a document summarizing data collected from the PGP Notice of Intent (NOI) and Annual Reports. The summary shall include but is not limited to the following: breakdown of the total number of new permittees; types of permittees; types of use patterns; number of pest management areas; number and size of treatment areas; and name, amount and EPA registration number of pesticides use. The contractor shall submit a draft compilation within three weeks after technical direction from the WACOR and a final summary within two weeks of WACOR comments on the draft summary.

<b>Deliverables</b>		<b>Due Date</b>
1	Notification of Need for eNOI System Update	Within 2 business days of identification of a need for a system update.
2	Notification of Need for eNOI Search Tool Update	Within 2 business days of identification of a need for a system application update.
3	System Bug Notification	Within 1 business day of identification of a new system bug affecting system performance
4	PGP Data Analysis	Draft report 3 weeks after receipt of technical direction, final report 2 weeks after any comments from WACOR

### **TASK 4: ENOI SYSTEM CENTER DOCUMENTATION**

The EPA NOI Processing Center Operations Manual documents all NOI Processing Center functions. It provides detailed descriptions of how the NOI Processing Center receives, handles, and processes correspondence (letters and emails), maintains contact with permit applicants via the letters generated, and provides support through customer service. The original EPA NOI Processing Center Operations Manual was developed in 2003 and has been updated periodically since that time. The contractor shall update the manual, as necessary, to incorporate all aspects of the current eNOI system and shall include the most current forms and letters associated with the eNOI dataflow.

#### System Application/Data Maintenance Documentation

The contractor shall maintain the existing EPA NOI Processing Center Operations Handbook describing the business rules and functionality of all application systems. In addition, any new development and coding shall be documented in this handbook. Any updated eNOI system documentation should be completed within two weeks after delivery of system maintenance releases. The contractor shall retain a copy of that documentation on-site and make available to

the WACOR upon request. Based on any comments from the WACOR, the contractor shall revise this documentation within one week after receipt of comments.

#### Public Search Documentation

The contractor shall maintain an up-to-date EPA NOI Processing Center Operations Handbook describing the business rules and functionality of the Advanced Public Search application for EPA general permits. In addition, any new development and coding should be documented in this manual.

The contractor shall maintain the existing EPA NOI Processing Center Operations Handbook documenting the business rules and current operational procedures for the PGP, CGP (and LEW), VGP, and MSGP (and NOE) Advanced Public Search, and General Permit Web Inventory development and maintenance releases that describes the functionality of the Public Search tool. Any updated eNOI system public search documentation should be completed within two weeks after delivery of system maintenance releases. The contractor shall retain a copy of that documentation on-site and make available to the WACOR upon request. Based on any comments from the WACOR, the contractor shall revise this documentation within one week after receipt of comments.

Deliverables		Due Date
1	NOI System Handbook Update	Within 2 weeks of system update and within 1 week of any WACOR comments

#### **DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS**

Task	Item Required	Due Date	Number of Copies and Format Requirements
1	Quarterly updates to general permit data	Within 10 business days of request by EPA COR	One Copy, Microsoft Excel or as specified in technical direction from WACOR
1	Ad hoc updates to tribal permit data	Within 5 business days of request by EPA COR	One Copy, Microsoft Excel or as specified in technical direction from WACOR

1	Ad hoc reports for permit status tracking support	Within 5 business days of request by EPA COR	One Copy, Microsoft Excel or as specified in technical direction from WACOR
1	Ad hoc reports for additional data analysis support	Within 5 business days of request by EPA COR	One Copy, Microsoft Excel or as specified in technical direction from WACOR
2	eNOI Data Requests	As specified in technical direction from WACOR	As specified in technical direction from WACOR
2	Ad hoc customer support for eNOI, including response to calls and emails, as well as processing of paper forms	Within 3 days of receipt (no more than 1 week during peak times)	Via phone, email, or database
3a	Notification of Need for eNOI System Update	Within 2 business days of identification of a need for a system update.	Email to WACOR, with any follow-up in agreed upon time and format.
3b	Notification of Need for eNOI Search Tool Update	Within 2 business days of identification of a need for a system application update.	Email to WACOR, with any follow-up in agreed upon time and format.
3c	System Bug Notification	Within 1 business day of identification of a new system bug affecting system performance	Email to WACOR, with any follow-up in agreed upon time and format.
3d	PGP Data Analysis	Draft report 3 weeks after technical direction, final report 2 weeks after any comments from WACOR	1 copy – Microsoft Word or PDF
4	NOI System Handbook Update	Within 2 weeks of system update and within 1 week of any WACOR comments	If requested by WACOR, in agreed upon format.

## CONTRACT PWS REFERENCE

Task 1: 3.3 – Water Program Rulemaking and 3.5 – NPDES Permit Support

- Task 2: 3.4 – Technical and Administrative Program Support and 6.2 – Provide Educational and Outreach Support
- Task 3: 3.4 – Technical and Administrative Program Support and 3.5 – NPDES Permit Support, and 3.7 – Information Management
- Task 4: Contract Sections: 3.4 – Technical and Administrative Program Support and 3.5 – NPDES Permit Support

## **ANTICIPATED TRAVEL REQUIREMENTS**

All non-local travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CLCOR) and shall be in accordance with the Contract.

## **ADDITIONAL REQUIREMENTS:**

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the WACOR and/or the CLCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the WACOR and the CLCOR.

## **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## **CONTROL REQUIREMENTS**

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

## Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or



criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential, and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

#### Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

#### Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Note:** The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-14				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name eNOI				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/09/2019 To 06/30/2020					
Comments: Amendment 1 adds a new Task 5: Decommissioning of the Permit Management Oversight System (PMOS).										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2021    Cost/Fee:    LOE:										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name Jackie Clark  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-6582 FAX Number:			
Project Officer Name Tangela Cooper  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:			

**CONTRACT: EP-C-16-003**  
**WORK ASSIGNMENT: 3-14**  
**AMENDMENT 000001**

The purpose of this amendment is to add a new task as follows:

**TASK 5: Decommissioning of the Permit Management Oversight System (PMOS)**

The Contractor shall continue work to decommission EPA's Permit Management Oversight System (PMOS): <https://epa.gov/pmos>. This system was previously used to track performance measure data that will now be tracked outside of this system as described in Task 1 of the original work assignment. PMOS is hosted by EPA's National Computer Center (NCC) and has been maintained by the Contractor under the previous Option Periods of this contract. The Contractor shall communicate with NCC support staff to identify and complete all necessary steps to decommission PMOS. This includes, but is not limited to, any of the following that have not yet been completed by the start of this Option Period III: backing up the existing application code; backing up static application and workspace files in the EPA production and staging environments, including the templates that are used for the application, the user related documentation, as well as the static historical reports contained in PMOS; providing all backups to the WACOR; and all steps needed to take both staging and production sites offline.

**Deliverables:**

<b>Deliverables</b>		<b>Due Date</b>
1	All PMOS backup data, including code and static files, created as part of the decommissioning process	Within 1 business day of creating the backups, prior to taking system offline
2	Communication with NCC support staff to complete necessary steps to decommission	As needed until decommission is complete

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-14				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name eNOI				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 01/13/2020 To 06/30/2020					
Comments: A work plan/cost estimate is required.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2021    Cost/Fee:    LOE:										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name Jackie Clark  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-6582 FAX Number:			
Project Officer Name Tangela Cooper  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**EP-C-16-003**  
**WA 3-14**  
**Amendment 000002**

**TASK 1: Permit Data Tracking and Data Reports**

The contractor shall provide additional tracking support and reports for permit status tracking and the National Pollutant Discharge Elimination System (NPDES) Lean effort.

Subtask 1.1:

The contractor shall review NPDES Integrated Compliance Information System (ICIS-NPDES) parameter categorizations related to permit status for Significant Non-Compliance (SNC). A total of 4,000 parameters exist in ICIS-NPDES to describe pollutants being monitored as part of NPDES permit requirements. Each of these parameters is categorized as a group 1 pollutant, and group 2 pollutant, or null according to the Environmental Protection Agency's (EPA's) SNC Policy categories. Prior EPA analysis has identified almost 700 of these 4,000 parameters as needing edits to the categorization. The EPA Work Assignment Contracting Officer's Representative (WACOR) will provide the full list of parameters, background documents, and initial analysis with suggested edits to the contractor. The contractor shall provide technical expertise to confirm these suggested edits and review the remaining parameters to confirm that their existing categorizations are appropriate.

Subtask 1.2:

The contractor shall develop information management tools and processes to support permit status and oversight tracking as part of the NPDES framework under the National Permitting Oversight Policy (NPOP). The EPA WACOR will provide the contractor with background materials related to the policy and items to be tracked. Tasks to be performed by the contractor shall include: developing a process for analyzing ICIS-NPDES data for necessary and available state-specific information related to NPOP metrics, including sharing that data with EPA Regions for their review and incorporating edits; developing a tracking tool to compile summary-level information from ICIS-NPDES and additional Region-provided data not available in ICIS-NPDES but necessary to evaluate NPOP metrics; developing a format for finalized data and supporting materials for use in annual State/Region and Region/Headquarter (HQ) meetings; designing a tool to house information from these meetings, including a mechanism for tracking follow-up commitments; and incorporating Water Permits Division (WPD) and Regional input on tool designs and standard meeting materials.

In developing the tools and processes for tracking, the contractor shall strive to use simple and widely available information management software (e.g., Excel spreadsheets, SharePoint) and design processes that minimize burden to Regions and states. Note that this task covers development of tools and processes, and that no annual meetings are scheduled to occur during the performance period. Data to be tracked are undergoing internal review and are subject to change. The EPA WACOR will keep the contractor updated on current developments for this project. EPA also notes that support for edits to data within ICIS-NPDES itself is not required under this Task.

Subtask 1.3:

The contractor shall enhance an existing Excel spreadsheet, to be provided by the EPA WACOR, tracking Endangered Species Act (ESA) consultation processes, which EPA Regions populate on a quarterly basis as part of EPA Lean Management System efforts. The contractor shall update and add necessary formulas and features to ease use of the spreadsheet, increase the consistency of information entered through minimizing the ability to enter data in incorrect formats, and summarize all Regional data in a

single table for easy viewing. Examples of information to be contained within in summary tables include how many total consultations have been completed, how many are ongoing, and the average amount of days for each step in the process for each Region, as well as all Regions combined. The contractor shall also provide assistance on a quarterly basis with entering data from Regions and reviewing data for completeness.

**Deliverables:** The contractor shall provide deliverables according to the schedule in the table below:

Subtask	Deliverables	Due Date
1.1	Analysis of ICIS parameter codes SNC categorization	Within 10 business days of request by WACOR
1.2	Outline and detailed description of a standardized process to gather, edit, and share permit status and oversight data on an annual basis	Within 5 business days of request by WACOR
1.2	Two iterative drafts and one final version of a tool (such as an Excel spreadsheet) incorporating EPA comments, to track and display summary-level permit status and oversight-related data for ICIS and Region-provided data	Within 10 business days of request by WACOR
1.2	Two iterative drafts and one final version of a tool (such as an Excel spreadsheet) incorporating EPA comments, to track and display summary data from annual meetings, including a mechanism for tracking follow-up commitments	Within 10 business days of request by WACOR
1.2	A standardized data factsheet and agenda template for use at annual meetings	Within 5 business days of request by WACOR
1.3	Two iterative drafts and one final version of a revised Excel spreadsheet to track and display ESA data, incorporating EPA comments	Within 10 business days of request by WACOR
1.3	Analysis of data completeness and entering of any necessary Regional data in the revised ESA tracking tool (one quarter)	Within 5 business days of request by WACOR